



Data Protection Notice

The Javaad Alipoor Company (TJAC) is committed to protecting your personal information and being transparent about the information we hold about you.

Using personal data allows us to provide you with information about the work that we do and, as a charity, to engage with potential donors and supporters.

The purpose of this notice is to give you a clear explanation of how we collect and use your information along with information on your rights.

We review our Data Protection Notice annually and if there is a material change we will inform you about it. The notice was last updated in August 2025.

TJAC's data protection lead is Communications Manager, Rebekka Anstem. You can contact her with any questions related to our notice: rebekka@javaadalipoor.co.uk.

If you have any general questions about the data that we hold about you, please contact us at admin@javaadalipoor.co.uk.

The Javaad Alipoor Company is registered in the UK no. CE008010.
Registered charity no. 1169480.

Website Visitors

When you visit the site, we collect server logs which contain:

1. IP address, which can be used to determine your approximate location
2. Device information (type of device, operating system and which version of the operating system)

We use your IP address to identify the number of unique visitors to the site per day - we use a tool called Plausible which protects your privacy, instead of analytics tools which can track you across the internet.

We use your approximate location and device information to make sure the website is accessible for different types of device and to provide insights into where our website visitors are from.

Mailing List

You can consent to receive our newsletter, either via our website or via one of our partners.

The data we collect from our mailing list subscribers are:

1. Full name
2. Email address
3. Address (this information is optional)
4. Post code (this information is optional)

We collect this information so that we can let you know about our projects.

Survey and evaluation

We work with Illuminate, the Arts Council England recommended data platform, to survey and evaluate our events.

The data we collect is not directly identifiable. Questions we typically ask in surveys include:

1. How did you hear about the performance?
2. Where did you travel from?
3. Would you like to hear about other events by this company?
4. Age bracket
5. Gender identifier
6. Ethnic group

Stakeholder List

The data we collect from stakeholders, such as partners, commissioners, sponsors and potential donors are:

1. Full name

2. Personal / Work email address
3. Job title and Organisation
4. Postal address (where relevant)
5. Telephone number

We collect this information to discuss future opportunities, initiatives and for invitations to private events.

The lawful basis for processing these data is legitimate business interests. Our interests are to promote our organisation, fundraise for our charity and create future projects.

Current Donors

The data we collect from our donors are:

1. Full name
2. Email address
3. Postal address
4. Telephone number
5. Details of donation
6. Bank details

We collect this information in line with our record keeping responsibilities and so that we can provide the benefits of donor membership including regular updates about our work for our own financial record-keeping and to comply with our legal obligations when claiming Gift Aid.

The lawful basis for processing these data is contract (where you agree to enter into a relationship with us as a regular donor) and legal obligation (where we have obligations around tax and the Charities Commission).

Data items 1, 3, and 4 are shared with HM Revenue and Customs (HMRC) for Gift Aid purposes where the donor is registered for Gift Aid. Data item 4 is shared with the donor's bank where the donor requests us to set up a standing order for the donation.

Where do we source our information from?

Most of the information we collect is from you directly, such as if you subscribe to our newsletter or you get in contact with us.

We work with a consultancy to identify income sources, including potential donors and trust and foundations.

We may also do our own research in relation to potential partners or funders. We usually get this information from the internet.

Third Parties

There are certain circumstances under which we may disclose your personal information to third parties. Generally, these are when there's a legal obligation (to HMRC, the Arts Council or the Charity Commissioner) to do so or where suppliers provide us with services. We store and process personal data via:

- Mailchimp
- Microsoft 365
- Plausible

Most of these companies have headquarters in the USA, so your data may be transferred to the USA.

All these companies offer Standard Contractual Clauses as a mechanism to provide appropriate safeguards for the protection of personal data for EU, UK and Swiss data protection purposes. If you would like to view a copy of these you can find them [here](#).

Let us know if you need more information on this and we'll be happy to help.

Your Rights to your Personal Information

There are a number of rights available under data protection laws. These don't usually require any fee and we must respond within one (1) calendar month in most circumstances.

Not all rights apply in all situations.

The easiest way to exercise any of your rights, enquire if a right is applicable in a specific circumstance, or to check what timescales apply, would be to contact admin@javaadalipoor.co.uk, with the email subject line "Data Rights Request". If we need further information to comply with your request, we'll let you know.

Right of access

You have the right to ask for access to and receive copies of your personal data. You can also ask us to provide a range of information relating to how we collect / use your information.

Right to rectification

If you believe personal data we hold about you is inaccurate or incomplete, you can ask us to correct that information.

Right of erasure

In some circumstances, you have the right to ask us to delete personal data we hold about you.

Right to restrict processing

In some circumstances, you are entitled to ask us to restrict the processing of your personal data. This means we will stop using your personal data, but we won't delete it. Or you could ask us to NOT delete your information.

Data portability

You have the right to ask us to provide your personal data in a format that allows you to share your personal information with another provider.

Right to object

You are entitled to object to us processing your personal data if the processing is based on legitimate interests. You also always have the right to object to our use of your information for marketing purposes.

Refusing a request

If we refuse a request, we will explain to you why, without undue delay and at the latest, within one month, and that you have the right to complain to the information commissioner's office.

Information Commissioner's Office (ICO)

- [Website](#)
- Telephone: 0303 123 1113

How long do we keep personal information for?

Unless otherwise set out in this Privacy Notice, any information we process about you will be retained by us until we no longer need it for the purposes for which it was collected, as set out in this Privacy Notice. We will base that decision on criteria, including;

- Any legal or regulatory requirements to delete or retain the information for a specific timeframe,
- Our legitimate business reasons for keeping the information, such as to analyse and assess our activities,
- The likelihood of a claim arising where we'd need to defend our conduct, and;
- Whether the information is likely to remain up to date.

We will review and delete or destroy personal information on a regular basis. If we are unable, using reasonable endeavours, to delete or destroy personal information we will ensure that the personal information is encrypted or protected by security measures so that it is not readily available or accessible by us.