JCoB Education Ltd Privacy Policy, 30 March 2021

**Our contact details**

Name: JCoB Education Ltd

Address: 63 Tilehurst Road, Reading RG30 2JL

Phone Number: 0118 950 0409

E-mail: RE@jcob.org

**The type of personal information we collect**

We have been advised by the ICO that we do not collect or process any information that constitutes personal data under GDPR.

**How we get the personal information and why we have it**

We do not collect personal data as defined by GDPR.

We do keep the contact names and contact details of teachers or other personnel at the schools we serve, for the purpose of engaging with the school. The ICO advises that this does not constitute personal data.

**How we store your personal information**

We do not store any personal information as defined by GDPR.

We do sometimes gather video footage or pictures of our visits for promotional purposes or in order to make that material available to the school in question. We have been advised by the ICO that this also does not constitute personal data according to GDPR.

Nevertheless, we do not publish any identifiable names (of teachers) on our feedback page, or publish any pictures from visits as promotional material without first obtaining permission from the individual or school in question. We ask “May we quote you” or the like.

We do retweet material already put in the public domain by schools, as permission is then presumed to be given.

We delete contact details for individual staff members at schools when requested, as our interest is solely with contacting the school not the teacher.

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at talks@jcob.org

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>