



# Jane Curtis Events Training Privacy Policy

## General

Jane Curtis Events Limited is totally committed to protecting our customer's privacy and complying with UK and EU Data Protection laws.

## Data Controller Details

Jane Curtis Events Limited is the data controller responsible for collecting the personal data required in running the operations of the business. You can contact us through the contact page of the website or using the details below.

Jane Curtis Events Ltd

66 Alric Avenue

New Malden

KT3 4JW

Email: [jane@janecurtisevents.com](mailto:jane@janecurtisevents.com)

Website: <https://janecurtisevents.com>

## Information that we collect

We will collect personal information from you when you complete a form on this website to make a booking, make an enquiry or subscribe to a service. We also will collect personal information from you if you book by telephone or in writing. The information we collect may include your title, name, job title, business address, business email address and telephone number. If you choose to pay by credit or debit card then the necessary payment details will be collected through a secure payment gateway. We do not store or otherwise process your credit card details directly.

We do not collect any special personal data (such as health, disability, race, etc.) unless you wish to make us aware of special circumstances where it may be necessary to make reasonable adjustments at a venue or provide for special dietary needs.

## How we use the information

It is necessary for us to collect the personal information of customers who agree to purchase our services in order to run our business and provide and receive payment for those services effectively.

We take all necessary measures to ensure the privacy and confidentiality of the information collected.

We will use your information to process your order for our services and to ensure that you receive all the necessary information to receive or access those services. We will also contact you to check that you were satisfied with the services you received.

We will also use this information to ensure the safe and efficient running of the course in cooperation with our venues.

If you subscribe to a service or book a training course then we may contact you with news about similar products or services that we think our customers will find relevant and of interest. You may opt-out of receiving such communications at any time by unsubscribing or contacting us via any of the means displayed on our website.

From time to time we may use your name or job title and company details (including company logo), when publishing feedback comments on the Testimonials page of our website or other marketing materials.

## Our legal basis for processing your information

It is necessary for us to process the personal data you have supplied in order for us to fulfil the contract between you or your employer and Jane Curtis Events Limited.

Further processing may be necessary to support the delivery of our services and the fulfilment of our obligations in the legitimate interests of the business.

We may process your information by sending you details of similar products or services to those previously delivered to you. This is also in the legitimate interests of Jane Curtis Events Limited and in accordance with the Privacy and Electronic Communications Regulations.

## How we store your information

Our data and the data we collect are stored on a secure server based in the United Kingdom.

Although transmission of information over the Internet cannot be guaranteed as

one hundred per cent safe, once we have received your data we will use strict security procedures, data protection tools and anti-virus/hacking technology to prevent data loss or unauthorised access. Jane Helen Curtis & Jane Curtis Events Ltd are registered as a data controller with the ICO.

## How long we retain information

We retain personal data relating to payments, VAT, tax and accounts for the minimum statutory periods required by UK law.

We retain information relating to historic bookings and purchase to enable us to analyse the performance of the business over time and plan for the future success of the company. We only keep this information for as long as is necessary to perform this task.

## Passing information to third parties

We will not sell, trade, transmit or otherwise pass on your personal information to a third party, except where it is necessary to deliver our services (such as delegate details to training venues for Health and Safety purposes) or for sending you information about our other courses (via the Active Campaign email service). This information is processed securely under contract with Jane Curtis Events Limited and is deleted once the contract is fulfilled.

## The use of cookies

Some pages on this site use cookies, which are small files the site places on your device for identification purposes. These files are used for the benefit of users who register on the site, for the monitoring of traffic and for customisation. You should note that cookies cannot read data from your device and we do not use cookies to collect personal information. Your web browser will allow you to be notified when you are receiving a cookie, giving you the choice to accept it or not. By not accepting cookies, some pages may not function correctly and you may not be able to access certain information on this site.

## Overseas data transfers

Jane Curtis Events Limited does not currently transfer data outside the European Economic Area.

## Copyright

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## Getting in touch and dealing with issues

You are guaranteed certain rights under UK and EU data protection law which Jane Curtis Events Limited will make every effort to meet. Not all of these rights are absolute – for example where there is a statutory obligation to retain data. The rights conferred are as follows.

- Request a copy of the personal information held about you
- Rectify information that is not correct
- Delete information held about you that is no longer necessary for another legitimate purpose
- Restrict your personal data from being processed in some way by Jane Curtis Events Limited
- Have a copy of your personal data supplied in a portable format
- Object to your information being processed in any way by Jane Curtis Events Limited

In the event of a data breach or serious complaint you can contact the Information Commissioner's Office directly via the ICO website: [www.ico.org.uk](http://www.ico.org.uk) If you have any issues regarding our Privacy Policy or the use of your information then you can use the form to the right or get in touch by any of the other means displayed on this website.

If you do not wish to receive direct mail for marketing purposes you can also use any of the above communication methods and you will be immediately removed from our circulation list. If you receive information emails and no longer wish to do so, you will be able to permanently unsubscribe from our email service by using a link in the email footer.