

Josephine Wise & JWAAD Privacy Policy

We are committed to protecting your personal information and being transparent about what information we hold about you.

The purpose of this policy is to give you a clear explanation about how we collect and processes your information.

This policy explains:

- When we collect information from you
- What information we may collect about you
- Our purposes for keeping your information
- Who your information may be shared with
- How long we will retain your information
- How we will delete your information if requested
- Data control
- Your rights and how to contact us

When we collect information from you

- When you subscribe to our mailing list either by email, or by filling in the subscription form on the Home and Summer School pages of the jwaad.com website;
- When you book to come to the JWAAD Summer School;
- When you order a book or CD from us;
- When you email us with general enquiries.

What information we may collect about you

- When you subscribe to our mailing list we will add your name and email address to our database.
- When you book to come to the JWAAD Summer School we collect your name, postal address, phone number and email address. We also collect information on your approximate age and dietary requirements.
- When you order a book or CD we collect your name, postal address and email address.

Our purposes for keeping your information

- When you subscribe to our mailing list we will send you email newsletters on our events, courses, classes, book and CD.
- When you book to come to the JWAAD Summer School:
 - We may use your postal address, email address or phone number to inform you of major changes, i.e. date changes or cancellation.
 - We use your approximate age to help us to select the best accommodation for you.
 - We send your dietary requirements to Wellington College Enterprises for their caterers by emailing a form containing this information. We do not share your name for this purpose.
 - We give a printed list with your name and room number by hand to Wellington College Enterprises for the purposes of Fire Regulations.
- When you order a book or CD we use your name and postal address to send the book or CD to you.

Who your information may be shared with

We will not share your information with any third party, other than the information described in the 'Our purposes for keeping your information' section above.

How long we will retain your information

We will keep your information until you request us to delete it.

How we will delete your information if requested

- If you unsubscribe from our email newsletters we will delete your name and email address from our database and from the wix.com database (see Data Control section below).
- If you request us to delete the information we have on your Summer School booking we will delete it from our documentation and from any emails we have on file.

Data Control

We are registered with the Information Commissioner's Office (ICO) under Registration Reference: ZA237406. The Data Controller is Josephine Wise.

We keep your information in the following places:

- On two computers owned by Josephine Wise and Sophie Wise. Both computers are password protected and kept in our offices.
- Both computers also have external hard drives containing back-ups of our computer data.
- Summer School documents are copied onto a laptop and taken to Summer School each year. The documents are deleted from the laptop at the end of the Summer School.
- Emails are kept in Outlook folders on the two computers. Emails are also kept securely with our domain hosting provider, Nublue Limited. All emails kept on the Nublue server are automatically deleted after one month.
- Our email database, Summer School information and Book orders information are kept in password protected folders on the dropbox.com cloud storage website, encrypted by the Dropbox company.
- Our email database is also kept with Wix.com. We use Wix to send out our email newsletters.
- When you use one of the Paypal buttons on our website your personal information is kept securely by Paypal.
- When you send a cheque to us we pay it into our account with HSBC bank. We do not keep your bank information.

Your rights and how to contact us

You have a number of rights in relation to your personal data. These include the right to:

- request details of what information we hold about you;
- find out how we process your personal data;
- request that your personal data is corrected if you believe it is incorrect or inaccurate;
- obtain restriction on our, or object to, processing of your personal data;
- ask us not to process your personal data for our own marketing purposes;
- request us to delete all or part of the personal information we hold about you;
- lodge a complaint with the Information Commissioner's Office (ICO) at ico.org.uk.

If you request details of the information we hold about you, we will take steps to verify your identity before responding to your request. This will include contacting you by email and by telephone.

You can contact us at any time:

Josephine Wise or Sophie Wise

Email: jo.wise@jwaad.com

Tel: 07531 357 846

Postal Address: 38 Berkeley Road, Bristol BS7 8HE