

# Privacy Policy

JDD Consultants – Privacy Policy (Last updated May 16<sup>th</sup>, 2018).

JDD Consultants is committed to protecting the privacy of our users. We'll keep your data private and will only use it for the purposes set out in this statement and in accordance with all applicable laws concerning the protection of personal information: specifically the Data Protection Act (1998) and the General Data Protection Regulation (GDPR), applicable from 25<sup>th</sup> May 2018.

The Data Protection Act is underpinned by eight important principles. These say that personal data must:

1. Be processed fairly and lawfully
2. Be obtained only for specific, lawful purposes
3. Be adequate, relevant and not excessive
4. Be accurate and kept up to date
5. Not be held for any longer than necessary
6. Processed in accordance with the rights of data subjects
7. Be protected in appropriate ways
8. Not be transferred outside the European Economic Area (EEA), unless that country or territory also ensures an adequate level of protection

The purpose of this Privacy Policy Statement is to explain how JDD Consultants collects and uses the personal information you provide to us and that we collect about you (whether it is collected online, via phone, email, post, or in any other correspondence, or from a third party).

## Collecting your data

When you make a course booking (via our website, by email, phone or letter) you provide us with personal information such as your name, address, company and email (or other) contact details.

## Using your data

We use personal data that you provide to us in order to deliver the service that we have promised to you, i.e. an IP course. When you book for a course, we use information to process your transaction such as your name, address, postcode, firm and email address and in order to provide you with pre-course material ahead of the event and provide you with access to the Moodle resources and discussion forum which supports the online courses. All of the information we hold is securely stored.

We will contact you by email to provide pre (and post) course materials and information.

We may post you information on future PEB or EQE related courses which you may be interested in attending. But when you have passed all PEB and/or EQE exams we will no

longer post this information to you. If you do not wish us to post you this information, please email us at [admin@jddcourses.co.uk](mailto:admin@jddcourses.co.uk)

We will never share your details with any third parties for the purposes of their own marketing or the monetising of your data. But we will provide tutors with your email contact if this is necessary for them to contact you concerning work you have submitted for review before or after a course. We will provide your name to the training venue at which you will be staying/attending the courses, but not your email details.

If you choose to pay for the courses by credit card, we will email you a link to the WorldPay Zinc facility which will handle the transaction – so we will not hold your card details.

### How do we keep your information safe?

Personal Information stored by us is kept in a secure environment. Only JDD partners and tutors who need the information to communicate with you pre or post course, are granted access to personally identifiable information.

We keep your personal information only for as long as required to operate the service we are providing to you or in accordance with legal requirements such as tax and accounting rules. Where your information is no longer required, we will ensure it is disposed of in a secure manner.

### Changing your contact preferences or having your data deleted

If you would like to change your contact preferences, such as the methods we can use to contact you or to change the purposes for which we can contact you, you can email [admin@jddcourses.co.uk](mailto:admin@jddcourses.co.uk) If you would like to request all data that we hold on you – beyond that required for tax and accounting rules - is deleted, please send an email to [admin@jddcourses.co.uk](mailto:admin@jddcourses.co.uk)