

## JCoB Education Ltd Privacy Policy, 4 January 2025

### **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 in our relationships with our clients, who are schools.

We do collect contact information for donors who support our work, as well as a record of their donations.

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

We do not collect personal data as defined by GDPR in our work with schools.

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.

We do obtain personal information when individuals make donations to support our work. We retain this information so that our business records are complete and so that we can keep donors informed of our work.

### **How we store your personal information**

We do not store any personal information as defined by GDPR in our work with clients. The only personal information we collect is that from donors.

Contact details of our donors is kept in a spreadsheet that is accessible only by directors and/or employees of JCoB Education Ltd.

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Nevertheless, we do not publish any identifiable names (of teachers) on our feedback page, or publish any pictures from visits as promotional material without first obtaining permission from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.

If donors ask us to delete their personal information, we follow their requests aside from information that is necessary for our business records (such as bank transactions that may include names and email correspondence).

## **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](mailto: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>