



Joseph Cowen Lifelong Learning Centre

A Charitable Incorporated Organisation

Privacy Policy

Joseph Cowen Lifelong Learning Centre (JCLLC) processes and stores personal information in accordance with the Data Protection Act 1998, the General Data Protection Regulations in force from May 2018, and JCLLC's Privacy Policy.

How JCLLC stores and uses personal data

JCLLC may store and use your data to administer your membership, for the processing of financial transactions and maintaining accounts and to produce summary information for statistical, regulatory and audit purposes. We may use your data to inform you about events and activities being run by JCLLC and other organisations, and to manage your involvement with any committees you might join.

The information that JCLLC holds is provided personally by members (eg via membership form) or by request from non-members (eg joining mailing list via website). The information is held securely and is only accessed by JCLLC staff, officers, trustees or members of JCLLC committees, who have been authorised to do so by the trustees. Members' data is kept and used for the duration of your membership and some information may be kept by JCLLC for the purposes of managing our records. JCLLC will keep records for no longer than is necessary to meet the intended use for which they were obtained (unless there is a legal requirement)

If you have asked/agreed, via our website, taster events or other medium, to be added to the Explore mailing list, we will occasionally email you to let you know about our offers and events that may interest you. We keep our mailing list secure as detailed above and do not share our mailing list with other parties.

Website usage and data processing

We may process data about your use of the Explore website and services "usage data". The usage data may include your IP address, geographical

location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths, as well as information about the timing, frequency and pattern of your service use. The source of the usage data is Google Analytics. This usage data may be processed for the purposes of analysing the use of the website and services. The legal basis for this processing is consent.

Google's privacy policy is available [here](#). The relevant cookies are: _utma, _utmb, _utmz and _utmv.

Third Parties

Your information will not be distributed to third parties unless you give us explicit consent to do so, or we are required to do so under a statutory or legal obligation. There are a small number of occasions where we may need to share some of your information with third parties, for example, for processing payments via your bank.

Contacting you

We may need to contact you in relation to the above purposes. It is your responsibility to update your information or notify JCLLC of any changes to your personal details so that the information that JCLLC holds is accurate and kept up to date. You can do this by informing JCLLC's staff, officers, and members of the Board

We use [Mailchimp](#) to manage our contact lists and emails. Their privacy policy is available [here](#).

We also use [Eventbrite](#) and [Zoom](#) to assist us in organizing some activities. They also use cookies. We rely on their privacy policies; Eventbrite's is available [here](#) and Zoom's is [here](#).

You have the right to opt-out of any communication you sign up for at any time by contacting JCLLC's staff, officers, and members of the Board.

Photography at events

Please be aware that photography, audio and video recording may take place at our events.

These may be used for promotional purposes by JCLLC, including in printed publications, on our website, and on our social media accounts. We would always attempt to gain permissions before publishing any of

this material. We are unable to guarantee, however, that you will not be included in the background of photographs that are being taken.

If you would not like to be photographed or have your images used, please alert an officer or member of the Board at the start of the event. You can, of course, ask JCLLC to stop using your images at any time.

Accessing your personal data & queries

Under the Data Protection Act 1998 you have a right to change or access your information at any time. If you have any queries or want to see your personal data held by JCLLC contact any member of staff, officer, or member of the board. You may also make a formal request by submitting a subject access request, please contact JCLLC at the following email address: weareexplore@gmail.com

Or by writing to:

JCLLC CIO
4th floor Commercial Union House
39 Pilgrim Street
Newcastle Upon Tyne
NE1 6RQ

If it transpires that, any information we hold is inaccurate or incorrect you should inform us immediately so that it can be amended.

Deletion of Records

Former members can request to have their details removed from the record using the e-mail and postal addresses above.

Policy approved by Trustees 20th April 2018.

Amended 2nd Feb 2021 to include references to Eventbrite, Mailchimp and Zoom and approved by trustees 19th Feb 2021