

# GDPR 2018

## Data Protection Information for clients and contacts of John Lees Associates

### Privacy Statement

The privacy and data security of our clients and associates and mailing list subscribers is important to us at John Lees Associates (JLA). This statement explains how JLA uses personal data.

Through our communications we aim to communicate a range of information as well as building on relationships with our clients.

In order to deliver this information JLA processes the personal data of clients, associates, and mailshot subscribers. This helps to ensure that you are getting the most relevant and interesting communications from JLA.

If you have any questions about how we process your personal data or if you wish to opt-out of certain types of processing or communications, please contact JLA at [info@johnleescareers.com](mailto:info@johnleescareers.com)

### WHAT INFORMATION DO WE HOLD ABOUT YOU?

The personal data held and processed by JLA may include:

#### Biographical Information

- your name, address, email address, contact telephone number(s), role and institution or organisation.

#### Interactions and Transactions with JLA

- Your current and previous contact details
- Communication preferences
- A copy of your current CV
- Records of coaching sessions

- Records of JLA events you register for and attend
- Records of communications and interactions we've had with you
- Records of financial transactions with JLA including invoice payments.

## **WHERE DOES OUR INFORMATION COME FROM?**

The information we hold about you comes from contact with JLA by telephone or email or face to face meetings.

## **HOW WILL WE USE INFORMATION ABOUT YOU?**

The data we collect is used by JLA to enable us to provide one to one career coaching and related services, including sales of books and materials. We use data to communicate with you as a JLA client and for maintaining financial records.

## **SHARING AND DISCLOSING YOUR PERSONAL INFORMATION**

### **Record keeping to provide a service**

Your data will be used by JLA for record keeping. Personal data will be shared with coaches working as JLA associates. Where appropriate and permitted, we may retain contact information in order to communicate with you about JLA's services. We will ask you if we propose to share your contact details with any other organisation.

### **Sharing with External Parties**

We do not sell your personal data to third parties or share it for any commercial purposes. We also will not permit third parties to sell on the data we have shared with them, under any circumstances. We will not usually share your information with external parties, without your express consent.

## **HOW LONG WE KEEP YOUR PERSONAL INFORMATION**

JLA will retain your data in support of your ongoing coaching relationship with us. Unless you indicate that future sessions are required, we will retain notes of coaching sessions for six

months after your last coaching session. If you opt in as a mailing list subscriber we will retain your name, email address, postal address, role title, and telephone numbers and records of communications and interactions until you request us to do otherwise.

We review the data held on our database to ensure that it is accurate and relevant to our aim to communicate with you. Where we find information which is out of date, inaccurate or no longer relevant, we remove this data.

Where you exercise your right to erasure, we will retain a core set of personal data (e.g. name, and contact details) to ensure that we do not inadvertently contact you in the future.

## **EXERCISING YOUR RIGHTS**

The privacy and data security of our members and fellows is important to us at JLA. UK and EU data protection laws give you a range of rights in relation to your personal data for example: erasure, rectification and subject access.

Information about your rights can be found on the Information Commissioner's [website](#).

To ask questions, or complain about how we process your personal data, please contact JLA on [info@johnleescareers.com](mailto:info@johnleescareers.com) . You also have the right to lodge a complaint with the [Information Commissioner's Office](#).

## **Ensuring Your Information is Accurate**

We review records of clients, associates, and mailing list subscribers to ensure that your data is as accurate as possible.

## **Communication Preferences**

Communications may be sent to you by post, telephone or electronic means (principally by email) depending on the contact details we hold and the preferences expressed by you about the types of communications you wish to receive.

To let us know how you would prefer to keep in touch with JLA, to request no further communications from us, or if you have any questions about we process your personal data, please email [info@johnleescareers.com](mailto:info@johnleescareers.com) .

### **Corrections**

If you wish to correct any information held by the JLA about you, please email [info@johnleescareers.com](mailto:info@johnleescareers.com).

### **Making a Request for Personal Information**

Clients, associates or mailing list subscribers can make a request to find out what personal data held about them by JLA. If you wish to make such a request, please email [info@johnleescareers.com](mailto:info@johnleescareers.com)

### **FURTHER INFORMATION**

The controller for your personal data is John Lees at JLA, email [cjl@johnleescareers.com](mailto:cjl@johnleescareers.com)

We always handle your personal data securely and minimise its use and collection, and there is no overriding prejudice to you by using your personal information for these purposes.

### **Our Website**

The JLA website explains how data may be gathered about users of the website. JLA's privacy notices do not cover the links within the site which link to other websites.

### **Changes to our Privacy Statement**

We regularly review JLA's privacy statements. This privacy statement was last updated in May 2018. We will publish on our website any changes we make to this privacy statement and notify you by other communication channels where appropriate.

John Lees Associates

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