



A collaborative of compassionate humans working together to promote skills and equity in health and wellbeing

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**Jen** (wren) is the Confucian concept of human heartedness; goodness; benevolence, human-to-human-ness; what makes human distinctively human (that which gives human beings their humanity) ... **Jen** is a sense for the dignity of human life--a feeling of humanity towards others and self-esteem for yourself.

## Privacy Policy

### Policy Statement

This policy will explain how The Jen Group collects, uses, and disposes of the personal data we collect.

### What data we collect

- Personal identification information (Name, email address, phone number etc.)
- What course you may have attended and your course evaluation

### How we collect your data

- Eventbrite
- Paper registration forms
- Paper registers
- View our website

### How we will use your data

The Jen Group collect your data so that we can:

- Process your booking
- Email course reminders and communicate cancellations
- If you have consented, send you newsletters and information about relevant training courses. You can choose to leave at any point.
- Report to commissioning bodies

### How we store your data

- Paper copies are entered onto our system and then shredded immediately
- Data stored electronically is held via a 2 step Microsoft authentication system
- We do not store data on desktops
- We will keep your data for the length of the project and will then delete it unless you have chosen to be on our database

### What are your data protection rights



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Every person who is in contact with us is entitled to:

You have the right to request copies of your personal data

You have the right to request that we correct any information you believe to be inaccurate

You have the right to request we erase your personal data under certain conditions

You have the right to object to our company processing your data

You have the right to object to our company processing your personal data under certain conditions

If you make a request, we have one month to respond to you. If you would like too exercise any of these rights please email [admin@thejengroup.com](mailto:admin@thejengroup.com)

The Jen Group are registered with the Information Commissioners Office

### **Authorisation and Signature**

This policy is the authorised version agreed by The Senior Partners. All staff are expected to follow this policy and failure to do so could result in disciplinary action.

Dated: 30/07/23

Signed by Nell Blane / Joy Goddard

Two handwritten signatures are shown side-by-side. The first signature is 'Nell Blane' written in a cursive script. The second signature is a more stylized, cursive signature, likely belonging to Joy Goddard.

Review date: 30/07/24