

The Jazz Centre (UK) Privacy Policy

Updated 25/05/2018

This privacy policy sets out how The Jazz Centre UK uses and protects any information that you give to us online, at our centre or at a public event.

The Jazz Centre (UK) is a registered charity (CEO:1167421) and is committed to ensuring any private information you share with us is protected, kept and used in line with the General Data Protection Regulation (GDPR 2016/679).

The Jazz Centre (UK) may change this policy by updating this page. Please refer to this page to check for updates.

Information Collection and Use

We may collect the following information online, at our centre or at public events:

- Name
- Contact information including email address
- Demographic information such as postcode, preferences and interests
- Other information relevant to customer surveys and/or offers

How will we use your data?

- We may use your location information to improve our products and services.
- We may periodically send promotional emails about new services, products, events, special offers or other information which we think you may find interesting using the email address which you have provided.
- We may use your information to contact you for market research purposes. We will only contact you by email to ask for feedback on our website, products or services. We may use the information to customise our website, products or services according to your interests.

Security

The Jazz Centre (UK) is committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online, at public events or at the centre. We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

Links to other websites

Our website contains links to other websites of interest. We do not have any control over the websites you visit, therefore, we cannot be responsible for the protection and privacy of any information you provide by these sites. Such sites are not governed by this privacy statement. You should be cautious, seek and make yourself aware of the privacy statements applicable to these websites.

Controlling your personal information

You may choose to restrict what data you give us. Whenever you are asked to fill in a digital form on our website, a www.mailchimp.com landing page, third party websites, online surveys and physical form at our centre or an event, look for our opt-in box for receiving our newsletter and marketing updates. Leave it unchecked to not receive updates from us. In the case it is an opt-out box on a third party website or plug in that we may have limited control over, leave the box checked to not receive updates from us.

If you have previously agreed to us using your personal information for marketing purposes and wish to change your mind please contact us on enquiries@thejazzcentreuk.co.uk and request for your data to be removed. To just opt-out of our email updates you can alternatively unsubscribe from our newsletter and marketing updates via the 'unsubscribe' button in the footer of our emails.

You may request details of personal information which we hold about you at any time. Please contact us on enquiries@thejazzcentreuk.co.uk detailing your request. Proof of identity will be required before obtaining any information.

If you believe that any information we are holding on you is incorrect or incomplete, email us as soon as possible to enquiries@thejazzcentreuk.co.uk and your information will be updated.

Complaints procedure

If you have had a bad experience with us online, at the centre or at one of our events please email your complaint along with the relevant details to enquiries@thejazzcentreuk.co.uk. Your message will be then forwarded to the charity Trustees and dealt with accordingly.