



JM Learning  
& Skills Ltd

## PRIVACY POLICY FOR JM LEARNING & SKILLS

This privacy notice provides information on how JM Learning & Skills collects and processes your personal data when you visit our website to sign up for a newsletter or purchase a product or service.

It is important that you read this privacy notice together with our website privacy policy which contains more detailed information about our data processing and can be accessed here.

### **Important information and who we are:**

Jannett Morgan, Director of JM Learning & Skills, is the controller and responsible for your personal data.

### **Contact details**

Our full details are:	JM Learning & Skills Ltd Company No. 06519740
Full name of legal entity:	JM Learning & Skills Ltd 6 Green Lane Business Park 238 Green Lane New Eltham London SE9 3TL
Data Protection Officer:	Jannett Morgan, Director
Email address:	info@jmlearningskills.co.uk
Postal address:	JM Learning & Skills Ltd 124 City Road, London, United Kingdom, EC1V 2NX

## **1. The data we collect about you**

We may collect, use, store and transfer different kinds of personal data about you as follows:

- Identity Data
- Contact Data
- Financial Data
- Transaction Data
- Profile Data
- Usage Data
- Marketing and Communications Data

We use different methods to collect data about you, which will depend on your communication with us.

## **2. How we use your personal data**

We will only use your personal data for the purpose for which we collected it which include the following:

- To register you as a new customer.
- To process and deliver your order.
- To manage your relationship with us.
- To send you marketing and communications that you have agreed to receive.

## **3. How we share your personal data**

We will never share your details with a third party unless agreed and in relation to delivery of work we are doing on your behalf.

## **4. International transfers**

We may transfer, store and process your personal data outside the UK. All our data is stored securely in [Microsoft 365](#) and our [Capsule CRM](#).

## **5. Your legal rights**

Under certain circumstances, you have rights under data protection laws in relation to your personal data including the right to receive a copy of the personal data we hold about you and the right to make a complaint at any time to the Information Commissioner's Office, the UK regulator for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)).

## **6. Further details**

If you are looking for more information on how we process your personal data including on data security, data retention and lawful processing bases, please access our website privacy policy.