**As part of the General Data Protection Regulation (GDPR)**, which will be enforced as of the 25th May 2018, it is a legal requirement to inform you about how we collect, process and store personal data of customers.

**Jennifer Nock Training and Consultancy** (JNTC) has up until now only stored data (e-mail addresses from a schools’ database), which was then used to market courses we provide through the UK. We have also diligently strived to delete schools from our database which have expressed a wish to unsubscribe.

JNTC is GDPR compliant with secure methods in-place to ensure your data is fully protected. We do not, and will not, share your data with any external organisations or individuals in or outside the EU unless specific consent has been collected. Ensuring your data is protected is our number one priority so only the relevant data processors within our organisation are authorised to access your records.

We continue to uphold the eight principles of the Data Protection Act (1998), which state that personal data must :

1. be fairly and lawfully processed;
2. be processed for limited purposes and not in any manner incompatible with those purposes;
3. be adequate, relevant and not excessive;
4. be accurate;
5. not be kept longer than is necessary;
6. be processed in accordance with individuals' rights;
7. be secure; and
8. not be transferred to countries without adequate protection.

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| **OPT IN:**We would like to keep in touch with you once the new GDPR regulation (General Data Protection Regulation) comes into force on 25th May 2018, so please **confirm your consent** for us to continue to contact you about our courses, using the following email address: **tmeehanjntc@outlook.com** |

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| **OPT OUT:**If you would like to **withdraw consent**, please contact us on: **jennifernockjntc@outlook.com** |

You have the legal right at any time, now or in the future, to withdraw your consent.

Once consent is withdrawn, your details will be removed from our system and destroyed correctly but please note that this may impact on the continuity of services we are able to provide to you.