

Privacy Policy

We keep our privacy policy under regular review and we will place any updates on our website. This privacy policy was updated on the 20th May 2018.

Contents of this Privacy Policy:

[Who are we?](#)

[What information do we collect about you?](#)

[How information about you will be used?](#)

[Personal Information](#)

[Website Development Company](#)

[Use of Cookies](#)

[Other websites](#)

[Marketing Platform](#)

[On Line Accounts Software](#)

[Data Security](#)

[Data Breaches](#)

[Access to your information and correction](#)

[How to contact us](#)

Who are we?

Jonathan Hannam is a director of Jonathan Hannam Ltd and is an Independent Educational Consultant specialising in leadership development, developing learning culture, growth mindsets, coaching and P4C. He regularly facilitates NPQH, NPQSL and NPQML leadership programmes for the National College.

What Information do we collect from you?

We collect information about you when you register with us, contact us or place an order for courses, products and services by telephone, email and through our website. We also collect information when you voluntarily complete sign up forms for our newsletter via email or on our website. The type of information collected when you sign up for our newsletter is name and email address.

When you book a course with us as well as the information detailed above we also collect any specific dietary requirements where they exist. This is used to ensure that we cater for your needs at our course venues and can inform the venue of delegate dietary requirements.

For the purposes of invoicing we collect the following company information:-, name, address, email address, billing address and telephone number. We do not collect credit/debit card information or bank details.

How information about you will be used?

The information we hold about you will be used to keep you informed of our own products and services and to manage your account. We will do this by email, telephone, our marketing tool and accounting software.

Personal Information

Personal information can be submitted via the form on the contact page of our website. Information submitted via the contact form will be used to respond to you and send emails including future courses of interest and other information, unless you request otherwise. You have the option of unsubscribing from emails at anytime by responding to the email with unsubscribe in the subject line. You cannot unknowingly reveal any personal information by browsing this website & we will not capture any personal information without your knowledge. We never pass on your personal information to third parties.

Website Development Company

This website has been created using an online application by a company called Moonfruit. To the best of our knowledge, no user information collected on this website (via the contact form) will be used by Moonfruit - we cannot be responsible for anything that might be collected by them without our knowledge. Please see their [privacy policy](#).

Use of "Cookies"

Cookies are small text files that are stored on your computer's hard drive via your web browser, allowing us to ensure that we understand how our website is being used and to enable us to improve your experience whilst of our website.

Cookies cannot be used to run programs or deliver viruses to your computer. Cookies identify a computer, rather than an individual, unless you have knowingly provided us with personal information. The very few cookies that we use on this website are classed as "persistent cookies" in that they will remain on your system after you close your web browser, so that you are recognized when you return to the website. You can very easily delete the cookies by going to the options section of your web browser or alternatively go to the "Help" section and type "deleting cookies" for instructions.

Most Web browsers automatically accept cookies, but you can change your browser settings to prevent this. The "Help" section of most browsers will tell you how to prevent your browser from accepting new cookies, how to have the browser notify you when you receive a new cookie, or how to disable cookies altogether. For more information about cookies and how to stop cookies being installed or how to delete existing cookies from your hard drive visit the following website: <http://www.allaboutcookies.org>.

On this website, the following cookies are used:

By Google Analytics (we use this industry standard package to monitor visitor trends)

_utma
_utmb
_utmc
_utmz

These cookies do not collect any personal information and cannot harm your computer - they basically assign you an ID which lets us see information like how often you visit the website, how long you stay etc.

Other Websites

This privacy policy only applies to our website if you follow a link to other websites you should read their own privacy policies.

Marketing Platform

We use a third party provider called MailChimp to send out newsletters. MailChimp is a marketing automation platform and an email marketing service with the trading name of its operator, Rocket Science Group. We provide you with a link to subscribe to this service and the information collected is your email address, first name, last name and your school name. By submitting a sign up form you acknowledge that the information you provide will be transferred to MailChimp for processing in accordance with their [privacy policy](#)

You have the option of unsubscribing from our newsletters at anytime by responding to the unsubscribe link in each newsletter.

On-line Accounts Software

To process payments for goods and services purchased by you we use an on-line accounts software company called Intuit Quickbooks. Please see a copy of their [privacy policy](#).

Data Security

To prevent unauthorised access, maintain data accuracy and to ensure the correct use of information, we have put in place appropriate physical, electronic and managerial procedures to safeguard and secure the information we collect.

Data Breaches

What is a data breach?

A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are the result of both accidental and deliberate causes. It also means that a breach is more than just about losing personal data.

How would we report with a data breach?

We would contact the ICO direct to report a breach and deal with it by following their advice.

Access to your information and correction

If you require access to the information we hold on you please or wish to correct your information please contact us using the details below.

How to contact us:

Please contact us if you have any questions about our privacy policy or information about you:-

By email: admin@jonathanhannam.co.uk

or write to us at Jonathan Hannam Ltd, Fernwood, Hangersley, Ringwood, Hampshire BH24 3JN