



Jessica Ellera Artist Privacy Policy

Jessica Ellera Artist (JEA) processes Personal Data both as a Processor and as a Controller, as defined by the GDPR. This privacy notice informs you of the types of personal data that JEA holds, the processing I carry out, your rights under data protection legislation and how to contact me.

Our Principles

I am committed to protecting your privacy and to our legal duties under the Data Protection Act and the General Data Protection Regulation.

I have established the following two principles:

- I will process and control all data on the basis of informed consent, except where one or more of these lawful grounds applies (a) contracts e.g. for employment, (b) legal obligations e.g. safeguarding, (c) vital interests e.g. when it will protect physical integrity or life, (d) legitimate interests
- I will respect your privacy. You will only be contacted in regard to JEA related matters.

What information do I collect?

I collect information for the following two reasons:

- To be able to communicate with clients and interested parties
- To be able to carry out classes

I collect this information in a number of ways (detailed below) and always collect the minimum amount of information required to provide the service requested. I will ask you to consent to JEA holding and processing the requested information.

- For email sign up, contact forms and mailing list – to identify you and be able to communicate with you.
- For classes – to identify you and be able to carry out the service you requested
- I only keep other personal information where it was supplied by you for other reasons.

Marketing, Research and Automated processing, decision making and profiling

- No personal data is shared with a third party for any reason, including marketing and research.
- I do not operate automated processing, decision making or profiling.

Who will have access to my information?

Your personal information will be visible to internal, authenticated users. Such personnel are only allowed to use that data for JEA purposes.

Information will only be transferred to a third party, or outside the EU, on the basis of informed consent, or for the performance of a contract, to protect the data subject or other persons, for important reasons of public interest, or for legal reasons.

How long will JEA keep my information?

Different types of information are subject to different retention periods. Specific data retention periods relating to your data can be supplied with a subject access request.

What are my individual rights?

Individuals have the following rights concerning information that JEA holds about them:

- Request confirmation that your personal data is being processed
- Request access to a copy of information including the source and recipients of your data
- Request the correction of any information
- Request the deletion/erasure of any information
- Restrict the processing of your data when the accuracy, legitimacy or legality of the data or processing is being investigated.
- Object to the processing of your data based on legitimate interests or the performances of a task in the public interest

Rights relating to data portability and automated decision making do not apply as JEA does not carry out automated processing or decision making.

You have the right to a copy of all the information we hold about you (apart from a few things which we may be obliged to withhold because they concern other people as well as you).

How can I exercise my rights?

To exercise any of your individual rights, including obtaining a copy of the information JEA holds about you, write to the Data Protection Officer at our email address shown below.

artist@jessicaelleray.com

This is free of charge for electronic copies of information, but an admin fee may be charged for hardcopies of information, or where a request is manifestly unfounded or excessive.

If you are not known to the Data Protection Officer your identity will need to be verified before handing over any information. We will reply as promptly as we can and within the legal maximum of one month.

What else should I know about my privacy?

Like many websites, JEA's web pages may contain links to other websites, and you should be aware that we are not responsible for the privacy practises on other websites.

Remember to close your browser when you have finished your user session. This is to ensure that others cannot access your personal information and correspondence if you share a computer with someone else or are using a computer in a public place like a library or Internet café. You as an individual are responsible for the security of, and access to, your own computer.

Please be aware that whenever you voluntarily disclose personal information over the Internet that this information can be collected and used by others. In short, if you post personal information publically, you may receive unsolicited messages from other parties in return. Ultimately, you are solely responsible for maintaining the secrecy of your information.

Any questions or concerns?

If you have any additional questions, please contact me at:

artist@jessicaelleray.com

If you have a concern about the way I am collecting or using your personal data, you should raise this with our Data Protection Officer in the first instance or to the Information Commissioner's Office at:

artist@jessicaelleray.com

<https://ico.org.uk/concerns/>