

'Just One Thing' Data Protection & Privacy Notice

Our contact details:

Just One Thing
3 Steeple Grange
Wirksworth
Matlock DE4 4FS

Point of contact: Joanne Peck

Email jo@jotmindfulness.co.uk
Website www.just-one-thing.co.uk
Telephone Number 07876 248475

What type of information we collect and hold:

We collect and hold the following personal information:

- Your name
- Your email address
- Your telephone number
- Your preferred emergency contact
- Your assessment of your mental health, past and present.
- Your assessment of your current physical health.
- Whether you have been through a recent trauma or life-changing event

How we get the information and why do we have it:

We collect this information from you via course registration questionnaires. Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for collecting and processing this information are:

- We have a legitimate interest.
- We have a vital interest.
- We have consent.

What we do with the information:

Legitimate Interest

We collect and hold this information for the purposes of:

- Carrying out the necessary administration of our mindfulness courses, sessions and workshops.
- Protecting your wellbeing where we believe we have a duty to do so

We do not share this information with any third parties.

Vital Interest

We collect and hold this information for the purposes of protecting your life in the event of a medical emergency. We do not share this information with any third parties, except in the event of a medical emergency. If a medical emergency occurs we would only share this personal information with your designated emergency contact and the emergency services if you were unable to do so yourself.

Consent

We also collect and hold this information for the purposes of:

- Providing you with resources and information to support your practice after attending courses and workshops.
- Informing you of future sessions, courses and workshops.

We do not share this information with any third parties.

We rely on your consent in order to collect and hold your personal information for these purposes. You have the right to withdraw this consent at any time. In order to do so, please contact Jo using the contact details above.

How we store your information

We use Google Forms, a secure cloud-based application for administering the participant questionnaire. We store the personal information gathered securely using Microsoft Cloud Services. The information you provide will only be accessible to authorised personnel via a secure login. The information will be stored for only as long as it is needed and will be disposed of appropriately:

- Sensitive information gathered through the participant questionnaires, including your assessment of your mental health, past and present; your assessment of your current physical health, and whether you have been through a recent trauma or life-changing event is only collected to ensure that the mindfulness session/course/workshop is suitable for you. The information you provide will be permanently deleted from our records prior to the commencement of the course, whether you attend or not.
- Your name, email address, telephone number, and your preferred emergency contact details will be retained on Microsoft Cloud Services for the duration of the course you are attending. On completion of the course, this information will be permanently deleted unless you consent to us keeping it.
- Following the course, we will ask for your consent to retain your contact details (name, email address and telephone number) for the purposes of providing you with resources and information to support your practice after

the course and informing you of future courses. If you give consent, you have the right to withdraw this consent at any time and your information will be permanently deleted. In order to do so, please contact Jo using the contact details above.

It is Just One Things' responsibility to ensure all personal and company data is non-recoverable from any computer system previously used within the organisation which has been passed on/sold to a third party.

Your data protection rights:

'Just One Thing' ensures that the rights of individuals about whom data is held, can be fully exercised under the Act. The GDPR provides the following rights for individuals:

- a) The right to be informed
- b) The right of access
- c) The right to rectification
- d) The right to erasure
- e) The right to restrict processing
- f) The right to data portability
- g) The right to object
- h) Rights in relation to automated decision-making and profiling.

'Just One Thing' will ensure that data is collected within the boundaries defined in this data protection and privacy notice. This applies to data that is collected face to face, by telephone or by completing a form or online survey.

When collecting data, Just One Thing will ensure that the individual clearly understands the purpose for which data may be used by providing a relevant, up-to-date data protection & privacy notice.

All individuals have the right to access their data held by Just One Thing. Just One Thing will take reasonable steps to ensure that this data is kept up to date.

How to complain

If you wish to make a complaint, please contact Jo Peck using the contact details above.

You are also able to make a complaint to the [Information Commissioner's Office](#) (ICO) on 0303 123 1113.