

Privacy Policy



National Jazz Archive

Loughton Library, Traps Hill, Loughton, Essex IG10 1HD, UK

The National Jazz Archive (NJA) is a charity (no. 327894) that holds the UK's finest collection of written, printed and visual material on jazz, blues and related music, from the 1920s to the present day. The Board of Trustees is legally responsible for all the activities that the organisation undertakes. The Trustees are all unpaid volunteers who are responsible for ensuring that the Archive abides by its charitable aims and that we deliver our vision effectively.

What does this Policy cover?

The Trustees of the NJA take your personal data seriously. This Policy:

- sets out the types of personal data that we collect about you
- explains how and why we collect and use your personal data
- explains how long we keep your personal data for
- explains when, why and with whom we share your personal data
- explains the different rights and choices you have when it comes to your personal data, and
- explains how we may contact you and how you may contact us.

What personal data do we collect about you?

We only collect your name (first name, surname) and email address. In some circumstances we may collect your telephone number.

Where do we collect personal data about you?

It is most likely is that we have collected the personal data directly from you. This may have been when you have visited an NJA event or an NJA-supported event and you completed a form requesting to be sent our newsletter. Or at such an event you may have been contacted by one of our Trustees or an NJA volunteer and you provided the personal data, again to receive our newsletter.

You may have come to our website (www.nationaljazzarchive.org.uk). You are free to explore the NJA website without providing any personal data about yourself. When you subscribe to our newsletter, make a donation, become a friend of the NJA, or volunteer for the NJA, we request that you provide personal data about yourself, and we collect Navigational Information.

If you have made an enquiry via email or phone we will retain your name and contact details in order to respond, and we will continue to hold such personal details to match with any future enquiries.

We may also have collected your personal data as it exists in the public domain. You may be a press officer, editor, responsible for venue hire, an artist's manager or promoter, etc. Your contact details may contain personal details being present on official websites, social media, or directories. Such contact details may be added to our database of contacts.

How and why do we use your personal data?

We will use your name and email address to send you our newsletter, details of NJA events or events supported by the NJA, and support opportunities for projects or fundraising.

Our website includes Social Media features, such as Twitter and Facebook 'Sharing' and 'Follow' buttons. You are advised before using such social sharing buttons that you do so at your own discretion and that the social media platform may track and save your request to share a web page respectively through your social media platform account. Such features may collect your IP address, which page you are visiting on our site, and may set a cookie to enable the feature to function properly. This Privacy Policy does not apply to these features; instead they will be covered by the policies of the companies providing them.

Our website provides links to other websites. Our provision of such links does not constitute our endorsement of these other websites, their content, their owners, or their practices. This Privacy Policy does not apply to these other websites, which again are subject to policies they may have.

We use Navigational Information to operate and improve our website. The NJA use cookies or similar technologies to analyse trends, administer our website, track users' movements around the website, and gather demographic information about our visitors. We sometimes use Google Analytics to help us understand how visitors are using and engaging with our website. This again allows us to make improvements to our web services and your online experience. The Google Analytics tracking tool uses cookies to collect information and report website usage statistics and does not collect personal information or identify individual visitors to either Google or the NJA. The information generated by the cookie about your use of our website will be transmitted and stored by Google on servers in the United States. For more information about Google's Privacy Policy in regards to Google Analytics, please see www.google.com/analytics/learn/privacy.html.

How long do we keep your personal data for?

We keep your information in accordance with our retention policy, that is, for 5 years. At that time we will contact you to renew for a further 5 years.

Who do we share your personal data with?

We do not share or sell your personal data with any third party. We use Mailchimp to process our newsletter mailing list. This means your personal data is stored outside the EU and EEA.

MailChimp has self-certified to both the EU-U.S. Privacy Shield and Swiss-U.S. Privacy Shield regimes, and lawfully transfers EU/EEA personal data to the U.S. pursuant to their Privacy Shield Certification. It also completes a SOC II Type 2 examination on an annual

basis for the Trust Principal Criteria of Security, Processing Integrity, Confidentiality, and Availability. For more information about Mailchimp's Privacy Policy please see <https://mailchimp.com/legal/privacy/>.

What rights do you have in relation to the personal data we hold on you?

This Policy informs you that we hold your name (first name, surname) and email address and in some circumstances your telephone number. You have the right to request this information.

You also have the right for this information to be corrected if it is inaccurate or incomplete. We rely upon you to tell us of any changes to your name or contact details.

You also have the right to object to or withdraw consent for certain processing. For example you may no longer wish to receive our newsletter. We would still retain your contact details to inform you of events or projects that you may be interested in.

You also have the right to erasure, sometimes referred to as 'the right to be forgotten'. We would delete your personal contact details from our database. We would retain any history of enquiries made by email, but not use these details to contact you in the future.

How will we contact you?

We may contact you by email, social media or phone. If you prefer one particular contact means to another, please let us know.

How can you contact us?

If you are unhappy with how we have handled your personal data, or have further questions on the processing of your personal data, please contact us at enquiries@nationaljazzarchive.org.uk