

## PRIVACY AND DATA PROTECTION POLICY

This policy covers how the Jewellery Quarter Research Trust ("The JQRT") treats personal information that the JQRT collects and receives. Personal information is information about you that is personally identifiable like your name, address, email address, or phone number, and that is not otherwise publicly available.

### Concerning the Data Protection Act 1998 and 2003

Information that you volunteer to The JQRT is handled in accordance with the Data Protection Act 1998 the principles of which are that personal information should be:-

1. fairly and lawfully processed
2. processed for limited purposes
3. adequate, relevant and not excessive
4. accurate
5. not kept longer than necessary
6. processed in accordance with the data subjects' rights
7. secure
8. not transferred to countries outside the European Economic Area without adequate protection

Data that you volunteer are processed and stored solely for the purposes of:

1. Administration
2. Public relations
3. Accounts and records
4. Communications between the JQRT and you

Under the Data Protection Act you are entitled to a copy of any information held about you.

### Confidentiality

Data will be made available only to authorised personnel within the JQRT who we believe reasonably need to come into contact with that information and will not be given to other parties except as may be required by law.

### ELECTRONIC MAIL (Regulation 22 and 23)

To comply with current Legislation including The Electronic Communications Regulation 22 and 23 we are required to ask you to read this Important Notice.

The Jewellery Quarter Research Trust operates an "opt-in" system and by submitting this registration you agree to allow us to store your details on computer. This consent is a condition of membership of the Jewellery Quarter Research Trust.

You also agree to allow us to send you our newsletters and other information to you but if you wish to cancel that consent (other than membership related communications) send an email to [unsubscribe@jqrt.org](mailto:unsubscribe@jqrt.org) putting the word "unsubscribe" in the subject box.

The Jewellery Quarter Research Trust will only use your details for the purpose it was given and will not pass your details to any third party other than as may be required by law.

### LEGAL NOTICES

IT IS IMPORTANT THAT YOU READ ALL THE LEGAL NOTICES ON THIS WEBSITE, INCLUDING THE GENERAL STATEMENT, TERMS & CONDITIONS OF USE, INTELLECTUAL PROPERTY, PRIVACY & DISCLAIMER STATEMENTS, CONSUMER RIGHTS ('Legal Notices'). This Agreement is between You (the Visitor) and Jewellery Quarter Research Trust ("The JQRT", "We", "Our" or "Us")

#### I. General Statement

The JQRT operates the Website, located at [www.jqrt.org](http://www.jqrt.org) ('Website'). The Legal Notices state the terms and conditions under which you may access and use the Website. By accessing and using the Website you are indicating your acceptance to be bound by the terms and conditions of the Legal Notices.

The JQRT may revise the Legal Notices at any time by updating this posting. Use of the Website after such changes are posted will signify your agreement to those revised legal notices. You should visit this page periodically to review Legal Notices.

#### II. Terms & Conditions of Use

1. The Details published on this site are for information purposes only and should not be construed as advice.
2. When You visit the Website, Our web server automatically recognises only the Your IP address, but not Your email address. We use Your IP address for technological purposes only.
3. This Website uses a contact us form for visitors to enquire. This contact us form collects Your contact information (like email address).

#### III. Intellectual Property Statement

1. All material contained and presented on this Website, including but not limited to text and graphics is the copyright or similar rights of The JQRT, unless otherwise expressly stated.
2. The JQRT reserves all its rights and strictly forbids any unauthorised use or duplication. Any statutorily authorised rights to print or download are strictly limited to for Your sole personal use. No material, however, can be used for any commercial purpose whatsoever.
3. Any copies of the pages of this Website which you save, by any means whatsoever can only be used for subsequent viewing purposes or to print extracts for personal use.

4. Unless otherwise expressly permitted in writing, You may not create a database in any form whatsoever of these webpages.
5. Unless otherwise expressly permitted in writing You may not associate this Website to another website by employing technology including but not limited to hyperlinking and framing, subject to Clause 7 in the Privacy & Data Protection Statement below.

#### **IV. Disclaimer Statement**

1. The JQRT does not represent nor make any warranty in respect of the accuracy, reliability or continuous supply of any of the information on this Website. The information contained on this Website are only for general information and use and are not intended to address your particular requirements.
2. The JQRT accepts no responsibility for the information provided by any of our partners, sponsors or linked website into which you will proceed on to..
3. Any reliance you place upon any material on this website will be at your sole risk. The JQRT reserves the right in its sole discretion, but without any obligation, to make amendments or improvements to, or withdraw or correct any error or omission in any portion of the material without notice.
4. In particular, the information do not constitute any form of advice or recommendation by The JQRT and are not intended to be relied upon by users.
5. The information and the materials are provided by The JQRT on an "as is" basis, and The JQRT expressly disclaims any and all warranties, express or implied, to the extent permitted by applicable law.
6. To the fullest extent permitted by applicable laws, The JQRT hereby excludes liability for any claims, loss, demands or damages of any kind whatsoever with respect to the information and materials given by The JQRT including, without limitation, direct, indirect, incidental or consequential loss or damages, whether arising from loss of profits, loss of revenue, loss of data, loss of use or otherwise and whether or not the possibility of such loss has been notified to The JQRT. The foregoing will apply whether such claims, loss or damages arise in tort, contract, negligence, under statute or otherwise
7. Dealing with The JQRT recommended sponsors and partners and sites linked through The JQRT website and any other terms and conditions associated with such dealings are solely between You and such sponsor/partner or linked site.

8. Your visit to and use of this Website and any dispute over liability is subject to these Disclaimers, including limitations of damages, and the laws of England and Wales.
9. Though we make every effort to insure the sites we link to are reputable. We cannot guarantee accuracy of quotes or offers or be held liable for any damages whatsoever which may result either direct or indirect from the use of this site.

#### **V. Privacy and Data Protection Statement**

1. The JQRT is committed to protecting and respecting Your privacy and to using technology to enhance Your online security. All the information we have on The JQRT users is used to facilitate the proper use of The JQRT. We will only use the information that We collect about you lawfully and in accordance with the Data Protection Act 1998 and 2003 ('the Act')
2. We will never collect sensitive information.
3. The limited personal information which we hold will be held securely in accordance with our internal security policy and the law.
4. To make sure Your personal information remains confidential, we communicate these privacy guidelines to every JQRT committee member.
5. This Statement is applicable not only to information collected from You during your use of The JQRT, but also to all the information we hold on The JQRT. We will display a prominent notice on this home page whenever this Privacy Statement is updated or changed and you should check our Privacy Statement periodically. By choosing to continue usage of The JQRT, You agree to the terms of this Privacy Statement.
6. This Website does contain links to other websites. However, The JQRT does not share your personal information with those websites even though such websites (which may be partner, associate and sponsor website). In respect of such websites, The JQRT is not responsible for their privacy practices. We encourage you to learn about the privacy policies of those organisations. Accordingly, this privacy statement and policy apply only to this Website and not to linked websites.
7. The JQRT welcomes links to this Website, however, it does not wish to be linked to or from any third-party website which contains: a) any unlawful, threatening, abusive, libellous, defamatory, obscene, vulgar, pornographic, profane or indecent information of any kind, including, without limitation, any content constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability or otherwise violate any local, state, provincial, national or international law,

regulation which may be damaging or detrimental to the activities, operations, credibility or integrity of The JQRT ; or b) any material or information of any kind which promotes racism, bigotry, hatred or physical harm of any kind against any group or individual, could be harmful to minors, harasses or advocates harassment of another person, provides material that exploits people

under the age of 18 in a sexual or violent manner, provides instructional information about illegal activities, including, without limitation, the making or buying of illegal weapons; or c) any information, software or other material which violates or infringes upon the rights of others, including material which is an invasion of privacy or publicity rights, or which is protected by copyright, trademark or other proprietary rights. The JQRT reserves the right to prohibit or refuse to accept any link to this Website, including, without limitation, any link which contains or makes available any content or information of the foregoing nature, at any time.