

Joanna Nicolas
Safeguarding consultant and trainer
Joanna Nicolas Ltd
www.joannanicolas.co.uk



Joanna Nicolas Ltd (JN Ltd) Privacy Notice

April 2026

1. Introduction

JN Ltd (“we”, “us”, “our”) is committed to protecting your privacy. This Privacy Notice explains how we collect, use, store and protect personal data when working with schools, trusts, local authorities and other organisations.

We comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who We Are

Data Controller: Joanna Nicolas Ltd is registered as a data controller on the Information Commissioner’s Office data protection register. JN Ltd’s registration number is ZC115845.

Address: c/o Stroud Accountancy, Edgehill, The Broadway, Stroud, Gloucestershire, GL6 7NY

Email: joannanicolas1@gmail.com

If you have any questions about this notice or how we handle your data, please contact us using the details above.

3. The Personal Data We Collect

We may collect and process the following types of personal data:

- I. Name, job title and organisation
- II. Work contact details (email address, telephone number)

- III. Information provided through emails, meetings or consultancy activities (including audio or video recordings of interviews, where agreed)
- IV. Safeguarding or welfare-related information where necessary
- V. Contractual and invoicing information

In some circumstances, we may process special category data, including information relating to health or safeguarding, where this is necessary and lawful.

4. Children's Personal Data

Some of the personal data we process may relate to children and young people under the age of 18.

We recognise that children's data requires additional protection. Any such data is processed only where necessary, handled with care, and subject to appropriate safeguards, particularly in relation to safeguarding and child protection work.

5. How We Use Personal Data

We process personal data for the following purposes:

- I. Planning, delivering and evaluating safeguarding consultancy services
- II. Communicating with clients and partner organisations
- III. Supporting safeguarding, welfare and child protection work
- IV. Meeting contractual and legal obligations
- V. Improving services and professional practice
- VI. Any other purpose for which consent has been given

6. Lawful Bases for Processing

We process personal data under one or more of the following lawful bases:

- I. Consent: where you have given clear permission
- II. Contract: where processing is necessary to fulfil a contract
- III. Legal obligation: where we are required to do so by law
- IV. Legitimate interests: where processing is necessary for our work and does not override your rights
- V. Public task: particularly in relation to safeguarding and child protection-related work

Where special category data is processed, this is done in accordance with Article 9 of UK GDPR, including where processing is necessary for reasons of substantial public interest.

7. Sharing Personal Data

We do not sell or rent personal data.

We may share personal data with:

- I. Clients or partner organisations involved in the consultancy work
- II. Professional associates working on our behalf (who are required to maintain confidentiality)
- III. Regulatory bodies or law enforcement agencies where required by law

All data sharing is limited to what is necessary and lawful.

8. Data Security

We take appropriate technical and organisational measures to protect personal data, including:

- I. Secure storage of electronic and paper records
- II. Password-protected devices and systems
- III. Secure deletion and disposal procedures
- IV. Limiting access to personal data on a need-to-know basis

9. Data Retention

Personal data is retained only for as long as necessary for the purposes for which it was collected, in line with our data retention practices and legal obligations.

10. Transfers Outside the UK

Where personal data is transferred outside the UK (for example, when working with overseas partners), we ensure appropriate safeguards are in place in accordance with UK GDPR.

11. Your Rights

Under UK GDPR, you have the right to:

- I. be informed about how your data is used;
- II. access the personal data we hold about you;
- III. request correction of inaccurate data;
- IV. request erasure of your data (where applicable);
- V. restrict or object to processing;
- VI. data portability;

- VII. withdraw consent at any time (where consent is the lawful basis);
- VIII. lodge a complaint with the Information Commissioner's Office (ICO);

Please note that these rights are not absolute, and we may be entitled or required to refuse requests where exceptions apply. These rights apply equally to children, with appropriate consideration given to age and understanding.

12. Exercising Your Rights

To exercise your rights or raise a concern, please contact us using the details in section 2.

If you are not satisfied with our response, you can complain to the Information Commissioner's Office (ICO):

<https://ico.org.uk/for-the-public/>

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

13. Cookies and Website Use

Cookies may be used to improve functionality and user experience. You can manage cookie preferences through your browser settings.

14. Email Signature & statement

Joanna Nicolas
Joanna Nicolas Ltd
Email: joanna@joannanicolas.co.uk
www.joannanicolas.co.uk
Registered in England 07187488; Registered Office: c/o Stroud Accountancy,
Edgehill, The Broadway, Stroud, Gloucestershire, GL6 7NY.

15. Updates to This Privacy Notice

This Privacy Notice may be updated from time to time. The latest version will always be available on request or via our website.

Last updated: April 2026

Joanna Nicolas, Director

