

PLANNING JUNGLE LIMITED - PRIVACY POLICY:

About us:

Planning Jungle Limited is a private limited company registered in England and Wales (company number 07854370). Our registered office address is 20 Burnham Road, Morden, SM4 5LX.

Introduction:

This "Privacy Policy" explains what information we collect, why we collect this information, and how we use this information. It also explains your rights under data protection law (e.g. the GDPR, etc).

Information that we collect to create and maintain your membership account:

To create and maintain your membership account, we ask you to provide the following information:

- *Required in all cases:*
 - username, email address, name, confirmation that you agree to our terms and conditions.
- *Required if you request a VAT invoice:*
 - organisation name, organisation address.
- *Optional:*
 - display name, job title, organisation website, whether you require a VAT invoice.

Note: We normally provide you with your initial password (which is randomly generated), and if you subsequently chose a new password then this will not be visible to us.

To create and maintain your membership account, we collect the following information:

- *Collected in all cases:*
 - user ID (i.e. a sequential number assigned to each membership account), registration date, registration IP address, membership start date, membership end date, number of logins, last login time.

Information that we collect when you pay for your membership:

When you pay for your membership, we collect the following information:

- *Collected in all cases:*
 - payment date/time, payment amount, payment method (i.e. PayPal, BACS, or cheque).
- *Collected if you pay via PayPal:*
 - name, email address, IP address, PayPal transaction ID.
- *Collected if you pay via BACS:*
 - BACS reference (i.e. the reference that you enter when you make the BACS payment).

Note: If you pay for your membership via PayPal, then your debit or credit card information is handled entirely by PayPal, and is **not** forwarded to Planning Jungle Limited. Instead, PayPal provides us with the above information.

Information that we collect if you subscribe to the "Updates by Email (weekly)" service:

If you subscribe to the weekly newsletter, then we ask you to provide the following information:

- *Required in all cases:*
 - username, email address, name.

If you subscribe to the weekly newsletter, then we collect the following information:

- *Collected in all cases:*
 - date added, date last changed, IP address.

Other information that we collect:

If you contact us via email, post, etc, then any correspondence that you send us (e.g. emails, letters, purchase orders, remittance advice, etc) might contain additional information that's not listed above.

Why we collect the above information:

We collect the above information for the following purposes:

- **“Contract” lawful basis:** Most of the information that we collect is necessary for us to fulfil our contract with you when you purchase a membership. For example, we collect your username, email address, name, membership start date, membership end date, etc, to create and maintain your membership account. Similarly, if you request a VAT invoice, then we collect your organisation name and address to provide you with a VAT invoice.
- **“Legal obligation” lawful basis:** Some of the information that we collect is necessary for us to maintain our financial records. For example, we collect your payment date/time, payment amount, payment method, etc, to maintain our accounts as required by HMRC, etc.
- **“Legitimate interests” lawful basis:** Some of the information that we collect is necessary for the legitimate interests of our business. For example, we collect your registration IP address, number of logins, last login time, etc, to help ensure that customers are selecting the appropriate cost of membership.
- **“Consent” lawful basis:** If you subscribe to the “Updates by Email (weekly)” service (i.e. the weekly newsletter), then the information that we collect is on the basis of your consent (i.e. this is an opt-in service).

Note: Some of the information that we collect may fall within more than one of the above purposes.

When we share your information with third parties:

We do **not** share your information with third parties, except to provide the “Updates by Email (weekly)” service (see below), or unless we are required to do so for law enforcement purposes.

To provide the “Updates by Email (weekly)” service (i.e. the weekly newsletter), we use the email marketing platform “Mailchimp”. We use Mailchimp because it provides the capacity to send thousands of emails at the same time, and the ability to manage the subscription process. The information that we collect if you subscribe to the weekly newsletter (i.e. as listed in the relevant section above) is processed by Mailchimp on our behalf, in accordance with their [“Privacy Policy”](#). Please note that Mailchimp’s servers are located in the United States, which means that this information is processed in the United States. Mailchimp has certified its compliance with the EU-U.S. Privacy Shield Framework.

Your rights under data protection law (e.g. the GDPR, etc):

Under data protection law (i.e. the GDPR, etc), you have the following rights:

Note: In the following list, each link is to the guidance on the website of the “Information Commissioner’s Office” (ICO).

- **Right of access:** You have the right to ask us for copies of your personal information ([link](#)).
- **Right to rectification:** You have the right to ask us to rectify personal information you think is inaccurate ([link](#)).
- **Right to erasure:** You have the right to ask us to erase your personal information in certain circumstances ([link](#)).
- **Right to restriction of processing:** You have the right to ask us to restrict the processing of your personal information in certain circumstances ([link](#)).
- **Right to object to processing:** You have the right to object to the processing of your personal information in certain circumstances ([link](#)).
- **Right to data portability:** You have the right to ask us to transfer your personal information in certain circumstances ([link](#)).

Cookies used by the Planning Jungle website:

When you log onto the Planning Jungle website (e.g. after purchasing a membership), our website use cookies to remember who you are (e.g. so that you don’t have to log on again every time you visit a different page). These cookies are set by the “WordPress” software used by our website, as described on their [“WordPress Cookies”](#) page.

Contact us:

If you have any questions about this privacy policy, or would like to exercise any of your rights under data protection law (e.g. the GDPR, etc), then please contact “Steve Speed” at the email address shown on the [“Our Registered Details, and Contact Us”](#) page of our website.