

BELLOWS AND BUTTONS TUITION WEEKENDS

DATA PRIVACY STATEMENT

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Bellows and Buttons are committed to respecting and protecting your privacy.

Personal Information

If you sign up to be on our mailing list we will hold your Personal Information securely: name and email address on file. You can unsubscribe from the mailing list at any point by sending an email, with Subject Heading "Unsubscribe" to claire@bellowsandbuttons.co.uk. When you unsubscribe your Personal Information will be permanently deleted.

If you enroll on a course your Personal Information will be held securely on file until shortly after the course finishes, and then permanently deleted.

Your details will not, under any circumstances be sold or shared with a third party, without your express approval.

Your data protection rights

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
- You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at claire@bellowsandbuttons.co.uk.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Our contact details:

Name: Claire Abbott trading as "Bellows and Buttons"

Address: 35 Parkfield, Stillington. YO61 1JP

Email: claire@bellowsandbuttons.co.uk

Website: www.bellowsandbuttons.co.uk