

# **Creative Education Centre Suffolk**

## **Privacy Policy**

### **INTRODUCTION**

- The Creative Education Centre, based in Suffolk UK, considers the privacy of its users to be a serious issue as is required from 25<sup>th</sup> May 2018 under the EU's General Data Protection Regulation (GDPR).

### **WHAT THIS PRIVACY POLICY COVERS**

- This policy covers how The Creative Education Centre treats personal information that The Creative Education Centre collects and receives. Personal information is information about you that is personally identifiable like your name, address, email address or phone number, or about your children and that is not otherwise publicly available.

### **INFORMATION COLLECTION AND USE**

- The Creative Education Centre collects personal information whenever a user chooses to contact us via our website form within the Contact section. We also collect personal information from direct contact by email or through our Facebook page.
- When contacting us using our website's Contact page we ask for your name, e-mail address and telephone number.

### **INDIVIDUAL RIGHTS OVER PERSONAL INFORMATION**

- You have the right to be informed about information held by us about you and to have access upon your request to that information from us within 1 month of requesting it.
- It is your right to have information rectified if it is incorrect or to be erased if you request us to do so.

### **INFORMATION SHARING AND DISCLOSURE**

- We do not rent, sell or share personal information about you with anyone.
- We will use reasonable efforts to ensure that your personal data is not disclosed to regional/national institutions and authorities, unless required by law or other regulations.

### **CHANGES TO THIS PRIVACY POLICY**

- We may update this policy. We will notify you about significant changes in the way we treat personal information by placing a prominent notice on our website.

**Policy written by:        Eddie Hepper**

**Policy adopted:         April 2024**