Bath School of Ukulele Privacy Policy

October 2022

Our contact details

Name: Bath School of Ukulele

Address: 105-107 Walcot Street, Bath, BA1 5BW

Phone Number: 07890393217

E-mail : info@bathschoolofukulele.com

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Email addresses
- Photos taken during lessons for the purpose of marketing and social media

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To register your account or place an order for products and services.

We use the information that you have given us in order to:

- Send out invoices
- Process an order and manage you account
- Email you about other services and products we think you might like
- Communicate with you about the lessons, changes to the timetable and ukulele tutoring
- Send products you have ordered through the website

If you agree, BSoU will share your data with partner companies so that they can fulfil your order.

- Octopus Ukuleles https://octopusukulele.co.uk/

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) **Your consent. You are able to remove your consent at any time. You can do this by contacting Lucy Johnson – 07890393217 or info@bathschoolofukulele.com**

How we store your personal information

Your information is securely stored.

We keep personal identifiers, contacts, email addresses and photos for a period of up to 10 years. We will then dispose your information by deleting it from our hard drives and cloud storage and shredding any paper copies.

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 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 **Lucy Johnson – 07890393217 or** info@bathschoolofukulele.com 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 info@bathschoolofukulele.com

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

Date: 31/10.22

SK9 5AF

Helpline number: 0303 123 1113

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

Date: 31/10.22