

Karen Wilding Education Ltd Privacy Policy

INTRODUCTION

Karen Wilding Education Ltd is committed to ensuring that your privacy is protected. We store and use your data based on legitimate interest. This enables us to fulfil your training requirements and send you relevant information about our products and services. Any data that we hold about you will only be used in accordance with this privacy statement.

WHAT INFORMATION WE COLLECT

Contact name and email from individuals with their consent
Name and address details for personal orders for products
Publically available school information: address, telephone number, email

HOW WE COLLECT INFORMATION

When you contact or shop with us, information that you provide will be collected and processed by us. This information may be obtained from our website, course register (with permission) or via phone, email, social media or verbal communications.

HOW WE USE THIS INFORMATION

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping
- Fulfilment of your training booking or product purchase
- Respond to your requests and/or queries.
- We send promotional emails about new training, products, special offers or other information which we think you may wish to invest in using the email address which you have provided. You may unsubscribe at any time.
- We do not sell your data to any third-party organisation. We share limited amounts of your data with third parties to deliver our products and services to you – for example, delivery names and addresses for parcel delivery.

COOKIES

Cookies are used on our website to:

- Keep track of the contents of your shopping cart
- To store delivery addresses so an order can be received
- Provide you with a better user experience
- Help us analyse data about web page traffic and improve our website to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

There are no personally identifiable details in the cookies we store on our website. Cookies cannot harm your computer, and are not shared with anyone else. We only use this information for statistical analysis purposes and then the data is removed from the system.

SHARING OF INFORMATION

We may disclose or share your personal information if we are under a duty to do so to comply with any legal obligation, or if we need to do so to enforce or apply our terms & conditions of supply.

We will never share your personal data with any third parties for direct marketing.

DATA PROTECTION OFFICER

Karen Wilding Ltd operates as both a data controller, and a data processor. Our data protection officers are;

- Karen Wilding, Director, Karen Wilding Education Ltd, 7 Westgate Drive, Bridgnorth, Shropshire WV16 4QF

YOUR RIGHTS

You have the right to be informed about the collection and use of your data which is outlined in the policy.

1. You will always have the right to unsubscribe from any email or postal marketing
2. You have the right to access the personal data that we hold on you*.
3. You have the right to rectification of the personal data we hold on you, or to complete any information that is incomplete*.
4. You have the right to have your personal data erased*.
5. You have right to data portability (move, copy or transfer data), allowing you to obtain and reuse your personal data across different services*.
6. You have the right to object to us processing your personal data in certain circumstances*.

* You can contact us at: info@karenwildingeducation.co.uk to request this information. If you believe that any of the information we hold about you is incorrect, please get in touch so that we can put that right.

CHANGES TO OUR PRIVACY POLICY

We keep our privacy policy under regular review, and any updates will be placed on our website. This policy was last updated on 23rd May 2018.