

## **Privacy Policy**

I am committed to ensuring that your privacy is protected. This privacy policy explains how I use the information I collect about you and procedures that I have in place to safeguard your privacy. I am registered with the Information Commissioner's Office (ICO) <https://ico.org.uk> and undertake to self-assess, train and promote good data protection practice as a sole training provider using the resources provided by the ICO.

### **THE INFORMATION I COLLECT AND HOW I USE IT**

I ask you to give me your name, email address, and contact details when you come on a course for my records. I provide a letter explaining why I need those details and how I will use them. I will also note which courses you have attended and how you have paid so that I can keep my accounts up to date. I will also note down any specific areas of historical interest that you may have. I do not collect sensitive personal data.

I will use information held about you to provide you with information about the courses that I am currently offering and in the event of having to cancel a course so that I can contact you and refund your payment to me.

In order for your name and contact details to be on my database you will have consented to be contacted by me.

I will keep your information confidential. I do not share your contact details with any other organisations, third parties or individuals. This also means that when I send out a group marketing email I will send the email to myself and include everyone else in the BCC box so that no one can see anyone else's email address.

If you prefer not to receive any further marketing communications from me you can opt out at any time by sending an email to [j.a.hickey@sky.com](mailto:j.a.hickey@sky.com) or by telling me and I will amend your details immediately.

My database is in hardcopy format completed by you when you opt to join my database or when you register to attend one of my courses (in this instance the information is only held until the end of the course at which point you will be asked whether I can keep your details to contact you in the future about other courses that I offer).

I do not store your details on my mobile phone but I do store email addresses on my computer. This is password protected and I have a range of other security procedures in place including firewall technology to lower the risk of cyber attack.

## **UPDATING YOUR DETAILS**

If any of the information that you have provided to me changes, for example if you change your name or email address, please let me know the correct details by sending an email to [j.a.hickey@sky.com](mailto:j.a.hickey@sky.com) or by telling me.

I will send an email to everyone on my database annually asking if anyone wishes to be removed from my list. I will also ask people at the end of my sessions if they wish to be added to or removed from my database.

I will email you should I make any changes to this policy so that you may consent to my use of your information in that way.

Last updated: June 2017