

## **PRIVACY POLICY**

**Last updated:** January 2021

**Next review date:** June 2021 (potentially coming out of lockdown)

**Current context:** No face-to-face teaching at hired venues or textile/craft studios. All/any teaching is currently online, via Zoom.

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All my business records are now stored electronically. The information is stored on a password protected computer, backed up to the 'cloud' and available to me across a number of mobile devices for classroom access should it be necessary. Where third party software /storage is used in the course of my business these accounts are also password protected.

I do not share your personal information and it will be deleted if/when you decide to leave the class or after the workshop unless you instruct otherwise and wish to remain in contact with me. Invoice records will be retained in line with prevailing HMRC requirements.

### **My Own Classes/Workshops**

The personal information I hold is name, email address and phone number and is used in relation to running my business as follows:

- being able to contact you via email/text about classes
- teaching records - class attendance, progress, feedback, requests/objectives
- emailing documents and information pertinent to the classes/workshops
- contacting you urgently should I need to cancel a class/workshop at short notice
- invoicing.

The personal information will have been collected as a result of you contacting me to book classes or a workshop.

### **Ad-Hoc Workshops/Regular Classes for Groups/Studios/Shops**

It is unlikely I will need the personal information of any attendee as bookings will be managed by the group/craft studio/shop itself. In the event I need to share documents such as workshop requirements, handouts or templates, unless agreed otherwise, these will be emailed to the group/studio/shop contact for onward dissemination.

In the event you request to be in contact with me, the information I keep will be the same as for my own classes (see above).

### **Website**

The website, <https://www.mariaspillertextiles.com>, provides information only about me and my, mainly teaching, textile based small business. In the event you contact me via the website, you will provide your name and address for the purposes of a reply to your enquiry. Unless the enquiry results in you joining a class/workshop, or a waiting list, the information will not be stored other than as an email.

I do not publish a newsletter to which you can subscribe.

I do not have an online shop linked to the website.

### **Your Rights**

You may withdraw or change your consent at any time by emailing your request via the 'contact me' page. You may ask to see a copy of the information I hold about you. Again, email your request via the 'contact me' page.

For more information about your rights can be found on the Information Commissioner's Office website - <https://ico.org.uk>.

### **Social Media**

For completeness and avoidance of doubt, I am including social media.

I have a private Facebook group for current learners. The group is 'hidden' and membership is via invitation only; joining is entirely optional and members can leave the group at any time. I extend an invitation to learners attending regular classes across all teaching venues. Former learners are removed from the group as are those contravening the group rules.

Please be mindful that you, and you alone, are responsible for the security and privacy of your social media account and the information you post.