



## Data Protection Statement

### **1. Who we are**

Threads is owned and managed by Cathy Reavy, who operates as a sole trader running hand embroidery workshops and selling various needlework accessories and materials. Cathy's husband, John Reavy, assists with various activities within the business. Threads is registered with the Information Commissioners Office (ICO) under the Data Protection Act. We hold personal data and training records in order to be able to make contact with you and deliver training to match your needs and requirements.

### **2. What information we collect about you**

- Your name.
- Your e-mail address.
- Your telephone number.

This personal information is provided by you and is not collected from any third party or other means. We will not collect any personal data from you that we do not need.

- Your address only if you do not have an e-mail address and have asked to receive newsletters by direct mail
- Your address only if you have ordered a kit that needs to be posted.
- Photographs taken at workshops or events.  
Your permission is sought before photographs are taken.
- A record of previous workshops attended.

### **3. How we use that information**

We need to hold your name, e-mail address and telephone number in order to be able to contact you about workshops you have attended or have booked to attend. We will also contact you if you have previously expressed interest in our workshops.

We need to hold your address in order to post kit(s) you have ordered. A record of previous workshops attended helps us to deliver training to match your needs and requirements.

Photographs are used on social media such as facebook, twitter and instagram to promote and inform the public about our business. Photographs may also be used in newsletters and leaflets or posters. We will strive to ensure that all information held is relevant and up to date.

#### **4. Where your data is held**

Your data is held digitally on devices secured with anti-virus and password protection. If you have subscribed to our digital newsletter, your name and e-mail address is held by 'Mailchimp' which is compliant with the General Data Protection Regulations 2018. If you have previously completed a form with your personal data in order to subscribe to our newsletter, these are kept in locked storage. Hard copy delegate lists including your name are prepared for workshops, occasionally with handwritten contact details. These are carefully transported to and from workshop locations before being kept securely.

#### **5. Who we share your information with**

Personal data and training information is not shared with any other individual or organisation unless engaged by us to undertake a specific task in support of the business, e.g. accounting services. Photographs are shared from time to time as stated above. Your permission is sought before photographs are taken.

#### **6. How long we keep personal data for**

We will keep all personal data safely and only hold it for as long as necessary, usually up to 6 years for tax & legal reasons. Your personal data will be destroyed securely when no longer required.

#### **7. Your rights**

- You have a right to see personal data that is held about you and a right to have a copy provided to you in a digital format.
- If at any point you believe that the personal data we hold about you is inaccurate, you can ask to have it corrected.
- Where you have given consent to processing your personal data, you can withdraw that consent at any time by notifying us.
- You can request that your personal data is deleted.

This policy will be reviewed and updated on an annual basis.

*Reviewed and updated June 2020*