



**May 2018**

**PRIVACY POLICY**

**This policy is effective from 25th May 2018.**

This privacy policy sets out how Abington Barn Courses uses and protects any information that you give Abington Barn Courses when you use this website.

Abington Barn Courses is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, you can be assured that it will only be used in accordance with this privacy policy.

Abington Barn Courses may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

The data controller responsible for this website is Abington Barn Courses. If you have any questions in relation to our use of your details, contact us at: 52 North Road, Great Abington, Cambridge CB21 6AS. 01223 892562. [info@abingtonbarncourses.co.uk](mailto:info@abingtonbarncourses.co.uk)

**Who are we?**

Abington Barn Courses provides a venue in the Cambridge area for the training and development of life enhancing skills. It is our intention that the Barn will only be used for activities that compliment and work in harmony with spirit, light energy and healing

**Data collected by third parties**

This website is hosted by Host Papa. See their website for more information.

[www.hostpapa.co.uk](http://www.hostpapa.co.uk)

Our e-letter is sent using MailChimp - an approved GDPR compliant third party processor.

<https://mailchimp.com/legal/privacy/>

**Access to and sharing of data**

We will not sell or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the **GDPR (General Data Protection Regulation)**. If you would like a copy of the information held on you please write to the address detailed earlier in this policy. If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

## Site Security

This website has a valid SSL Certificate. This means the information you send to this website will be private and encrypted. You will notice the padlock symbol is displayed in your address bar.

## Data we collect and how we use and store it

When submitting an email on this website, the submitted data is sent direct to us. We may collect the following data:

- Your name
- Your email address
- Your post address and contact numbers – if you supply it or it is contained within your email signature

We use this data to contact you in relation to your enquiry or potential booking. Access to data we collect is limited to the owner or staff working for Abington Barn Courses.

We also collect personal data from you if you contact us via our social media sites. Contact will only be made via these sites until you actively engage with us through traditional contact methods.

We also collect information offline when you contact us by telephone or in person.

If you contact us via email or we receive an email from you, this information is stored electronically. By sending us an email, we take this as an instruction and permission to reply in relation to the query raised in the email. You have the right to ask us to remove your contact details from our email archive at any time.

Your data is also used internally for record keeping/accounts e.g. if you book on a workshop or hire our space to run a workshop.

We do not use SMS marketing.

## E-letter sign-up

You can sign-up to receive our e-letter which provides information about the latest workshops and events at the Barn via our website at [www.abingtonbarncourses.co.uk](http://www.abingtonbarncourses.co.uk)

Our e-letter sign-up has double opt-in functionality to ensure that you have control when you sign-up, ensuring that somebody is unable to sign-up on your behalf.

You can unsubscribe to this newsletter whenever you wish either via the unsubscribe button or you can change your marketing preferences too. Alternatively you can contact us direct and request that we do this on your behalf.

## Your rights

You have the right at any time to ask for a copy of the information about you that we hold. If you would like to make a request for information please email us at: [info@abingtonbarncourses.co.uk](mailto:info@abingtonbarncourses.co.uk) or call 01223 892562

In addition to this right of access to the information we hold, you also have the following rights: erasure, restriction of processing, objection and data portability.

## Withdrawal of consent

If you have provided us with your data you have the right to withdraw this at any time or opt-out of being contacted.

In order to do so you should contact us by emailing us at [info@abingtonbarncourses.co.uk](mailto:info@abingtonbarncourses.co.uk) or writing to us at our postal address to update your preferences for communication. You can also call us on 01233 892562.

## Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## Cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

Abington Barn Courses does not use any tracking or analysis software to track or monitor Cookies

A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer.

To learn how to manage your cookies, please visit your web browser's help centre. Below are direct links to some of the main ones:

- Chrome
- Firefox
- Safari
- Edge
- Internet Explorer

## Concerns

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to Information

Commissioners Office at <https://ico.org.uk/concerns/>

We are registered with the ICO. Our registration number is: ZA081047

Please address any questions, comments and requests regarding our data processing practices to: Abington Barn Courses, 52 North Road, Great Abington, Cambridge CB21 6AS. 01223 892562. [info@abingtonbarncourses.co.uk](mailto:info@abingtonbarncourses.co.uk)

### **Changes to this privacy policy**

We may occasionally make changes to this privacy policy. Following any changes, the date at the top of the privacy policy will be updated. If any change allows for the wider access to or sharing of data, such changes will only apply to data collected after the date of the updated privacy policy.

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