



Privacy Policy

This privacy policy sets out how we collect, use and protect any information that you give us when you use our website.

We are committed to ensuring that your privacy is protected and that your data is kept safe. 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 statement.

All our policies are regularly reviewed and may change. This page will be updated to reflect any changes to our policy. This policy is effective from 1 May 2018

What we collect

We may collect some or all of the following information:

- Your name
- Contact information including email address and telephone number
- Information about your address when making a booking or purchase
- Information about your use of our site including details of your visits, such as pages viewed and the resources you access
- Information provided voluntarily by you, for example, when you register for our Newsletter or make a booking
- Other information relevant to customer surveys and/or offers

Please note, we do not store any credit card details from our customers.

What we do with the information we collect

We require this information to understand your needs and provide you with a better service, for example;

- Internal record keeping
- We may use the information to improve our products and services
- We may send promotional emails about new products, special offers or other information which we think you may find interesting using the email address you have provided
- We may use the information to customise the website according to your interests

Security

We have in place all reasonable physical, electronic, administrative and managerial procedures to safeguard and secure the information we collect online. We are dedicated to keeping this safe. However, the Internet is never totally secure and therefore we cannot guarantee the security of data that you choose to send us electronically and sending us such information is entirely at your own risk.

How we use cookies

We use Google Analytics to monitor traffic on this website. Google Analytics uses 1st party cookies to ensure reliable tracking and to protect visitor privacy. A cookie is a small file which websites can send to your computer and which 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.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie does not give us access to your computer or any personal information about you, other than the data you choose to share with us.

Continued overleaf



Links to other websites

Our website contains links to other websites which you may find 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 may 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.

Controlling your personal information

We will not sell, distribute or lease your personal information to third parties unless we are required by law to do so. If we sell any or all of our business, then we may pass your personal information on to the buyer.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small administration fee will be payable.

If you believe that any information we are holding in relation to you is incorrect or incomplete, please let us know as soon as possible. We will promptly correct any information found to be incorrect.

Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to;

Nadine Paver
Principal
York School of Sewing
York Eco Business Centre
Amy Johnson Way
Clifton Moor
York
YO30 4AG