

# Privacy Statement



This Privacy Statement sets out how I, Jake Barlow (a registered sole trader), use and protect any information that I obtain when you provide me with your contact details for (e)mailing or other purposes.

I am committed to protecting your personal data. Any personal data I collect from you will be used in line with the General Data Protection Regulations (GDPR).

I have appointed myself as Data Controller under the GDPR, and I can be contacted at [info@jake-barlow.com](mailto:info@jake-barlow.com).

## What I collect

I may collect the following information from you:

- Your name
- Your email address
- Your address
- Your phone number

## What I do with the information I gather

I process this information in order to keep in touch with you about lessons, as well as generating invoices relating to your lessons.

I will not share your personal information with third parties without your permission unless I am required by law to do so.

## Security

I am committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, I have put in place suitable physical, electronic and managerial procedures to safeguard any information collected. Any digital information is password-protected, and accessible only to myself.

## Retention of data

My policy is to review all data held on individuals at least every two years and remove data where we no longer have a legitimate reason to keep it.

## Updating your personal information

You can contact me at any time at [info@jake-barlow.com](mailto:info@jake-barlow.com) to update or correct the data I hold on you, or to request that I stop using such data. I undertake to do so promptly.

## Website visitors: running and improving my website

I use Google Analytics and cookie technology when a person visits our website to collect and analyse anonymised data on how many people have visited, what pages they have looked at and other statistical information. A cookie does not give me access to your computer or any information about you personally.

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.

For further information on our use of Google Analytics, please go to:

<http://code.google.com/apis/analytics/docs/concepts/gaConceptsCookies.html#cookiesSet>.

## Your rights under the GDPR

You have the following rights over your data and its use:

- The right to be informed about what data we are collecting on you and how we will use it
- The right of access - you can ask to see the data I hold on you
- The right to rectification - you can ask that I update or correct your data
- The right to object - you can ask that I stop using your data for a particular purpose
- The right to erasure - you can ask me to delete the data I hold on you
- The right to restrict processing - you can ask that I temporarily stop using your data while the reason for its use or its accuracy are investigated.

All requests related to your rights should be made to the Data Controller. I will respond within one month.

You can find out more about your rights on the [Information Commission's Office website](#).

Signed



Jake Barlow

Effective from 28 May 2018