

## SAFE SHOPPING - SECURE GUARANTEE

Orchard Learning Studios places great importance on maintaining the security of the information that you provide and for this reason we use advanced Internet security system to safeguard your data. All the data that you send through, including your credit/debit card number and name and address, is encrypted and converted into code before it is transmitted across the Internet. Therefore in the extremely unlikely event that the data should be intercepted, it would be encrypted and difficult to decipher.

## PRIVACY POLICY

On May 25<sup>th</sup> 2018 new regulations GDPR (General Data Protection Regulations) come into force concerning how your personal data is dealt with by companies.

We do our best to keep your data accurate and up to date, to the extent that you provide us with the information we need to do so. If your data changes (for example, if you have a new email address), then you are responsible for notifying us of those changes.

Orchard Learning Studios collects personal information when you book a place on a workshop, buy from our online shop or buy a gift voucher. When an order is placed with us, we need to hold personal information including your name, email address, phone number/s, home address, shipping and credit card billing address so that we can process and fulfill your order.

However, once your order is fulfilled, or the workshop has taken place, we no longer retain that information and it is deleted or shredded as appropriate.

Credit card details are not stored by us and will only be used to process your order, using our payment partner Paypal under the terms of their Privacy Policies, which we recommend that you read.

## NEWSLETTERS

We would like to ensure that everyone who receives our newsletters after May 25<sup>th</sup> 2018 has actively chosen to do so. If you receive communication from us that you don't remember agreeing to, it may be that we got your details from another business who believe they had your permission. Please be reassured that we will never disclose your details to any third party.

Emails you may receive from Orchard Learning Studios comply with the Data Protection Act 1998 and subsequent regulations including the Privacy and Electronic Communications Regulations. You will retain the right to opt-out of future correspondence at any point. We will not pass your details onto third parties. Our recipient lists are stored on servers by: MailChimp: all data is stored on a secure server in the USA for the purposes of email newsletter distribution. Under the terms of their [Privacy Policy](#), they endeavour not to, under any circumstances, contact people on our lists, market to people on our lists, sell our lists, or share our lists with any other party, except as required by law or, regarding contacting, except in response to a complaint or other communication directly from an individual on one of our lists. If you would prefer that your data is not stored in this manner, you have the right to opt out from further communications at any point.