**Data Protection and Privacy Policy**

Under the Data Protection Act we need to provide you with information about Typing’s Cool Ltd and why and how we collect and use personal data.

Parents book places for their children at our school clubs and holiday courses.

We process personal data, directly provided by parents for our legitimate interests in providing a range of clubs, courses and workshops, informing parents about them, booking places onto them, and managing the availability of places.

Without this personal data we would not be able to manage Typing’s Cool and provide you efficiently and safely with the classes and other activities you choose.

All data is held electronically and accessible by password only.

All paper copies of course application forms are destroyed at the end of the relevant course.
Historically we have also retained data on members who do not currently attend classes, for the following reasons:

• To send you our newsletters occasionally
• To have information to hand should parents wish to sign up their children to future courses

Personal information is collected only directly from you. We collect no personal information from external sources or via our website. We do not supply personal information to any third party or organisation. Only the Typing’s Cool data controller has access to your data. No personal data is displayed on our website or accessible from it.

You are entitled to withdraw at any time your consent to our holding your personal data by notifying us, and we will delete your data. You are also entitled to obtain a copy of the information we hold about you, and we will be happy to update or correct it if necessary. If you have any questions about the information we hold or how we use it - just email and we'll be happy to answer.

Nick Holt, data controller, Typing’s Cool Ltd