

Privacy Policy

1. Introduction

At Springwood Barn, we are committed to protecting your privacy and ensuring the security of your personal information. This policy outlines how we collect, store, use, and protect your data in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.



2. Legal Framework

This policy complies with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Freedom of Information Act 2000
- Privacy and Electronic Communications Regulations (PECR)

3. What Data We Collect

When booking a workshop, making an enquiry, or subscribing to updates, we may collect:

- Personal details: Name, email address, phone number, and postal address.
- Booking information: Attendance records, payment details, and emergency contacts.
- Communications: Emails, messages, or feedback submitted via our website or email.
- Images (with consent): Photos taken during workshops, subject to participant approval.

4. How We Use Your Data

We use your information to:

- Process bookings and payments securely.
- Communicate workshop updates or respond to enquiries.
- Improve our services based on feedback and participation.
- Share promotional materials (only with explicit consent).

We never sell, trade, or share your data with third parties for marketing purposes.

5. Data Storage & Security

- All student data is securely managed via Bookwhen.com, our trusted booking platform. Read their Privacy Policy [here](#).
 - Springwood Barn protects all additional data through passwords, authentication, and encrypted servers.
 - Printed personal data is securely disposed of once no longer needed.
 - All student records, artwork, and communications are confidential. Shared student content (such as testimonials or work samples) will require written consent.
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6. Your Rights Under UK GDPR

You have the right to:

- Access the personal data we hold about you.
- Request corrections to inaccurate or incomplete data.
- Withdraw consent for marketing or promotional communications.
- Request deletion of your personal data, where legally applicable.

To exercise these rights, contact studio@springwoodbarn.co.uk.

7. Photography & Social Media

- Photos may be taken during workshops to document creative progress.
- Students can opt in or out of having their artwork or personal photographs used.
- Springwood Barn will only use approved photographs (with explicit consent) for promotional purposes.
- Student artwork remains their intellectual property.
- Social media posts follow GDPR compliance guidelines.

Springwood Barn respects students' digital presence. No images or artwork will be posted online without explicit consent.

8. Third-Party Services & Data Sharing

- We work with trusted third-party providers (e.g., payment processors and booking platforms).
 - These providers adhere to strict data protection standards and never use your data for their own purposes.
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9. Cookies & Website Analytics

- Our website may use cookies to improve user experience.
 - Analytics tools track general usage trends but do not store personal details.
 - You can manage or disable cookies via your browser settings.
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10. Intellectual Property & Teaching Resources

- All teaching resources remain the intellectual property of Springwood Barn.
 - Materials and lesson plans may not be reproduced without prior permission from the studio.
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11. Insurance & Business Protection

Springwood Barn maintains comprehensive business insurance with Hiscox Business Insurance to safeguard its professional operations, including data protection measures and liability coverage, ensuring full compliance with industry standards. This guarantees the secure handling of personal information and responsible business practices.

12. Changes to This Policy

We may update this policy periodically to reflect regulatory changes or studio operations. The latest version will always be available on our website.

Last Updated: May 2025

Next Review Due: May 2026

13. Contact Information

Email: studio@springwoodbarn.co.uk
