



Thread and Press

Privacy Policy

Updated 29.01.21

This privacy policy will explain how our organisation (Thread and Press) uses the personal data we collect from you when you use our website or provide booking information, and when attending our sessions.

We like to use photos of our sessions and attendees for promotion and publicity in the public domain. We would always seek permission from individuals (adults) and parents/guardians (children) before taking or using any photographs. Images would only be used in our professional forum. You have the right to refuse any photographs or recordings of your or your child's image.

COVID 19 - UPDATE as of 29/09/20

As per Government guidance, we must now keep a record of the contact details of anyone who enters the venue. These details will be taken at the time of booking. In line with guidance issued by the Department for Health and Social Care, we will keep your details safely and in compliance with GDPR legislation for 21 days before securely disposing of, or deleting them. We (including the venue) will only share your details with NHS Track and Trace, if asked, if it is needed to help stop the spread of Covid-19. We will not use your details for any other purposes or pass them on to anyone else.

What data do we collect?

We receive, collect and store any information you enter on our website or provide us in any other way. In addition, we collect the Internet protocol (IP) address used to connect your computer to the Internet; login; e-mail address; password; computer and connection information and purchase history. We may use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page. We also collect personally identifiable information (including name, email, communications); comments, feedback, product reviews, recommendations, and personal profile.

How do we collect your data?

You directly provide Thread and Press with most of the data we collect. We collect data and process data when you:

- Register interest in a booking or complete a booking form for any of our products or services.
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.
- Voluntarily provide us with your name (optional) and email address to sign up to our newsletter.
- Use or view our website via your browser's cookies.

When you conduct a transaction on our website, as part of the process, we collect personal information you give us such as your name, address and email address. Your personal information will be used for the specific reasons stated above only.

How will we use your data?

We collect such Non-personal and Personal Information for the following purposes:

1. To provide and operate the Services;
2. To provide our Users with ongoing customer assistance and technical support;
3. To be able to contact our Visitors and Users with general or personalized service-related notices and promotional messages;
4. To create aggregated statistical data and other aggregated and/or inferred Non-personal Information, which we or our business partners may use to provide and improve our respective services;
5. To comply with any applicable laws and regulations.

We might:

- Email you with special offers on other products and services we think you might like (if you subscribe to our newsletter)
- If you give us permission, we may use data to promote our website or organisation. We will always seek individual permission before doing this.

We will not share your data with third party individuals or organisations.

How do we store your data?

Our company is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to sell our products and services to you. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

Our Company securely stores your booking contact data at our business premises. We may also take emergency contact phone numbers in a safe folder to our sessions. We also store any booking forms received digitally in an encrypted digital folder. Our Company will keep your booking data in digital and paper data for the duration of your bookings and for a period of 6 months after this date (unless Government guidance and policy changes), with the exception of data collected in an accident book which will be kept for a duration as per UK guidelines. Once this time period has expired, we will delete digital data safely and destroy paper data.

How do we contact you?

We may contact you to notify you regarding your booking, to troubleshoot problems with your booking, to resolve a dispute, to collect fees or monies owed, to poll your opinions through surveys or questionnaires, to send updates about our company, or as otherwise necessary to contact you to enforce our User Agreement, applicable national laws, and any agreement we may have with you. For these purposes we may contact you via email, telephone, text messages, and postal mail.

Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology. For further information, visit allaboutcookies.org. We host our website with Wix.com. Wix use cookies for the operation of their website. To find out about which cookies Wix uses, please see this useful link. <https://support.wix.com/en/article/cookies-and-your-wix-site>

How do we use cookies?

Our Company uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in
- Understanding how you use our website

How can you manage cookies?

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

Privacy policies of other websites

The Thread and Press website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy. Our Company keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 13th July 2020.

Marketing

Our Company would like to send you information about products and services of ours that we think you might like. You can receive this by signing up to our newsletter or by ticking the relevant option on our booking form.

If you have agreed to receive marketing, you may always opt out at a later date or unsubscribe to our newsletter at any time.

You have the right at any time to stop Thread and Press from contacting you for marketing purposes.

If you no longer wish to be contacted for marketing purposes, please click [here](#).

What are your data protection rights?

Thread and Press would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access – You have the right to request Thread and Press for copies of your personal data. We may charge you a small fee for this service.

The right to rectification – You have the right to request that Thread and Press correct any information you believe is inaccurate. You also have the right to request Thread and Press to complete the information you believe is incomplete.

The right to erasure – You have the right to request that Thread and Press erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that Thread and Press restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to Thread and Press' processing of your personal data, under certain conditions.

The right to data portability – You have the right to request that Thread and Press transfer the data that we have collected to another organization, or directly to you, under certain conditions. If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email:

Or write to us: Thread and Press, 34 Wold Road, Pocklington, East Riding of Yorkshire, YO42 2QG

Unsubscribing to mailing lists

If you wish to unsubscribe to our newsletter/ mailing, list, you should choose the unsubscribe option which will be found on your email. You are free to unsubscribe at any time. Any technical issues should be directed to threadandpress@gmail.com.

How to contact us

If you have any questions about Our Company's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at:

Or write to us at: Thread and Press, 34 Wold Road, Pocklington, East Riding or Yorkshire, YO42 2QG

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Our Company has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.