



Privacy statement

Get Cooking CIC (GC) collects basic personal data (including relevant sensitive data, e.g., information about customers food allergies, etc) from customers in order to run its classes, workshops (or other group events), and stores/ retains some of this data for 7 years for the purposes of the business.

When anyone books a course, class or workshop or other group event they are agreeing to our privacy statement.

What and how the data is collected / stored?

Data such as names and contact details that allow us to identify and contact our customers are mainly collected electronically through our booking systems; this includes use of an online booking system/s (Woo Commerce) and referrals taken through Class Bento and Uniquely Local as well as occasional mobile phone storage and paper records for community work, to collate information required to run courses, classes or workshops, or other group events, and keep any necessary records of payment.

Sensitive personal data

We also collate some sensitive personal data; this is information of customer's allergies, dietary requirements or disability to help us plan for customers' needs/requirements at courses, classes workshops or other group events. We use *Stripe** to take payments as well as occasionally using our own invoicing system where payment is taken by bank transfer. (*Please see link to their privacy policies below). Electronic information stored on our devices & the cloud are password protected with added Norton security renewed annually. Any paper records are stored in lockable filing cabinets when not in use.

Who is the information shared with?

Information is only shared with those working at/ for GC as and when required; that is the one GC teacher with support/ assistants, or the other main director and book keeper (Kate Carey) when required. Other than the above we do not share any information with outside agencies/ parties unless we believe there is a risk to yourself or someone else, or if we are legally obliged to do so (such as a report of a serious offence.) If information is shared in these circumstances, all correspondence will be through secure email, and you will *normally* be informed.

Your rights

As outlined in the GDPR policy, you have the right to be told what information we hold of you (known as a subject access request (SAR)); who it has been shared with, the right to request deletion of data (to be forgotten), and to change any information we store that is factually incorrect, and, to be informed of how your data will be used.

If you have any concerns about the way your data is handled you can discuss this with Emily Carey (main director of GC) and/ or have the right to make a complaint to

the Information Commissioners Office (ICO). (UKs independent authority for upholding information rights and data privacy in the public interests.)

Data Breach

In the event of a data breach, this is taken extremely seriously and reported to ICO (Independent Commissioners Office.)

Consent

Customers /participants consent is gained initially through the GCs websites booking system. Additionally, or if they have not signed up electronically or online, consent is gained through completion of a paper form at the start of the course, class workshop or event.

Stripes Privacy Policy:

<https://www.stripecommunications.com/stripe-privacy-policy/>

Data audit

This policy is reviewed at approximately 12-month intervals, or when any of GC's systems are being changed, and usually at the time of undertaking / refreshing the GDPR training.