



## Privacy statement:

### What data do we collect?

Get Cooking (GC) collects personal data: names and contact details, sometimes sensitive data (e.g., information about customers food allergies, etc) from customers in order to run its courses/classes, events and kitchen hires. We retain some of this data for 10 years for the purposes of the business.

**When booking on a course, class, group event or a kitchen hire you are agreeing to our privacy statement.**

### How 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 *Bookwhen\**, as well as some other electronic and paper format systems we hold to collate information required to run group bookings or cookery school/kitchen hires and keep necessary records of payment. 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 classes/ events. We use *PayPal\** or *Stripe\** to take payments as well as sometimes using our own invoicing system. (\*Please see links to their Privacy policies below). Electronic information stored on our devices & the cloud are password protected with added security. 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 required; that is the relevant GC teachers (including guest teachers, when required), support assistants, when required, and the GC bookkeeper, when required. It also very occasionally includes the accountancy service we use (*West Yorkshire Accountancy Services\**) however we would contact you first to let you know if your specific details have been requested as part of our annual accounting audit.

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.

### What are your rights?

As outlined in the GDPR policy, you have the right to request deletion of data, request access to your information and to change any information 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). (UK's independent authority for upholding information rights and data privacy in the public interests.)

### Bookwhen's privacy statement:

[https://bookwhen.com/privacy#:~:text=Personal%20data%20is%20never%20sold%20to%20third%20parties.&text=We%20use%20your%20contact%20details,questions%20via%20email%20or%20phone.&text=Postmark%20'powers'%20all%20of%20our,booking%2C%20cancellation\)%20from%20Bookwhen.](https://bookwhen.com/privacy#:~:text=Personal%20data%20is%20never%20sold%20to%20third%20parties.&text=We%20use%20your%20contact%20details,questions%20via%20email%20or%20phone.&text=Postmark%20'powers'%20all%20of%20our,booking%2C%20cancellation)%20from%20Bookwhen.)

### PayPal's Privacy Statement:

<https://www.paypal.com/uk/webapps/mpp/ua/privacy-full>

### Stripes Privacy Policy:

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