

**STUDIO KEW**  
**DATA PROTECTION POLICY 2018**

Last updated March 2022

**1. Purpose:**

In keeping with the European Union General Data Protection Regulation (GDPR), this policy sets out how *Studio Kew* keeps records for mailing lists. Please read and accept our data protection policy before continuing any registration process to join our classes.

**Data Protection Policy**

Studio Kew is committed to protecting the personal data of service-users wishing to join or network with its services.

**We are committed to:**

- Making sure that any information we ask of you is used fairly and lawfully;
- That we only ask for personal information data needed to keep you in touch with what we have on offer, to register you for a class, workshop or venue booking or as a tutor or workshop leader;
- We will make sure that the personal data and information we have on record is accurate and up to date;
- That we only keep this information for as long as is appropriate for publicity purposes and that we make sure it is kept safely;
- To make sure a nominated member of staff and contact makes sure our systems comply with British Data Protection laws;
- Enabling you to ask any questions or pursue any matters related to your legal rights in this regard;
- Ensuring our team are made aware of good practice in Data Protection and are provided with training on how to handle personal data and information;
- Ensuring any team members handling personal data knows where to find further guidance;
- Ensuring that any queries about Data Protection which are internal and external to the organisation are dealt with promptly and effectively;
- Regularly reviewing and updating our data protection procedures and guidelines.

**Data Protection Principles**

Studio Kew is bound by the 2018 General Data Protection Regulations which stipulates that all personal data be processed in accordance with the rights of individuals under this act. *Studio Kew* clients are entitled to know:

- what kind of information we collect;
- how we collect it;
- why we collect it;
- how we use it;
- how we disclose it;
- opting in and out;
- management and security;
- how to seek access to and update your personal information; and
- how to contact us.

Personal data held by the Studio Kew will be:

- processed lawfully, fairly and in a transparent manner in relation to individuals;
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- adequate, relevant and limited to what is needed for our publicity, monitoring, evaluation, internal and external communication purposes;
- accurate and up to date such that reasonable steps are taken to ensure that personal data that are inaccurate are erased or rectified without delay;
- kept in a form whereby the identification of data subjects is not kept longer than is necessary for the purposes; personal data will be stored for longer periods solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate measures to safeguard the rights and freedoms of individuals; and
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

We may from time to time update this policy to take account of new or amended laws, technology and/or changes to our operations. All personal information held will be governed by the most recently updated policy.

Studio Kew is registered with the Information Commissioner's Office number C1114410