

Terminology

Invisible Threads: *Hannah Emily Roe's Sole Trading Brand hereafter referred to as the company. Statements regarding the company also refer to other teachers contracted in by Hannah Emily Roe.*

The Setting: *The person who has received this document from Invisible Threads and is using services which the company provides.*

The Participant: *The person participating in the classes run by the company.*

Data: *In this context data refers to the following:*

- *Your name and any names of the participating people*
- *Your mobile number and emergency contact number*
- *Email address(es) provided*
- *If refunds are applied - the setting's bank details*

Statement

The following statement complies with the The Data Protection Act 2018.

- The company will store the reader's data to contact you in regards to the services the setting has signed up for and any similar services which may be of interest to the setting and/or participants.
- The data will only be shared with other teachers given the circumstance that a teacher other than Hannah Emily Roe will be teaching the class.
- The setting's bank details will only be requested if a refund is applied. If you receive a refund request which you are not comfortable with you do not have to provide your bank details.
- Roughly midway through the term the setting signed up for, the company will contact the setting about the next terms classes and requesting term dates. If you do not wish to continue into the following term please refer to the termination section of your setting's specific terms & conditions.
- If/when your classes terminate the company may contact you with other services that may be of interest to the setting and/or participants. If you do not wish to receive these emails please let us know via email. Once you have unsubscribed from future correspondence the setting's data will be deleted.

Contact details

Hannah Emily Roe
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We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on:
22/07/2024

Signed: 

Date: 22/07/2024