

## 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 Reader:** *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, if different to the reader.*

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

- *Your name and any names of the participating people if different to the reader*
- *Your mobile number and emergency contact number*
- *Email address(es) provided*
- *Any Special Educational Needs or medical requirement the participant has*
- *If refunds are applied - the reader'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 participant has signed up for. The company may advertise classes to you which they believe could be of interest. If you wish to not receive these emails please email UNSUBSCRIBE FROM OTHER CLASSES to hannah@invisible-threads.co.uk
- 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 reader'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.
- At the end of the term the participant signed up for, the company may contact the reader about the next terms classes. If you do not want to receive these emails please email UNSUBSCRIBE to hannah@invisible-threads.co.uk
- Once you have UNSUBSCRIBED from future correspondence or once the participant has not attended classes for 2 terms the reader's data will be deleted.

### **Contact details**

Hannah Emily Roe  
07597 959937  
hannah@invisible-threads.co.uk

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

**This policy was last reviewed on:**  
29/07/2025

**Signed:**



**Date:** 29/07/2025