

## Privacy Policy

<b>Reviewed by:</b> Catherine Jones	<b>Review Date:</b> July 2023	<b>Next Review Date:</b> July 2024
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### Policy Statement

Get Set Go English is committed to protecting personal information and does so in line with data protection laws.

### Scope

This policy applies to digital and non-digital information. We do not sell personal information to 3<sup>rd</sup> parties.

### The Policy

- We will ask for personal information when
  - Making an enquiry through our website.
  - When completing a registration with us. Registrations may include emergency contact information.
- We may also collect personal information from 3<sup>rd</sup> party personnel such as representatives / agents / travel operators etc.
- We may use this information to provide targeting information about services or promotions we are offering.
- We will only keep personal information for as long as it is reasonably necessary for the purpose in which we have collected it.
- We will comply with any statutory or regulatory obligations in relation to the retention of information.
- When transferring information, we will use appropriate measures to ensure its safety.
- We will honour any request to stop processing personal information for marketing purposes.

### Responsibilities

Overall responsibility for privacy lies with Catherine Jones – Owner, Course Director, and Teacher.

### References

- For any query, please contact [catherine@getsetgoenglish.co.uk](mailto:catherine@getsetgoenglish.co.uk)
- General Data Protection Regulation (GDPR).