

Data Protection - Privacy Notice

Class Act will be known as the 'Controller' of the personal data you provide to us. We only collect basic personal data about you which does not include any special types of information or location-based information. This does however include name, address, email, phone number.

Why we need your data

We need to know your basic personal data to provide you with on-going organisational updates and event information in line with our overall contract. We will not collect any personal data from you we do not need to provide and oversee this service to you.

What we do with your data

General:

All the personal data we process is processed by our staff in the UK. Except for email transmission all data is stored and backed-up with in-house servers. No 3rd parties have access to your personal data unless the law allows them to do so.

Email:

By its very definition email is sent via the internet and its routing cannot be controlled by us. However, once we have received your email and the data within it we will control and process it with the scope of GDPR and beyond.

Reply Policy:

It is the policy of Class Act to **only** reply to the originator of any email, persons shown as copied into the document will NOT be included in reply emails unless specifically requested and authorised by the originator of the email.

How long we keep/store your data

We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed. We hold no data or information for marketing purposes and will never approach you with bulk mail-shots. Information regarding our services is only sent out to individuals upon **personal request**.

What are your rights

If at any point you believe the information we process on you is incorrect you can request to see this data, and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated: admin@classact.uk.com

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can contact the Information Commissioner's Office at: <https://ico.org.uk/>