



## Data Privacy Policy

Red Spiral Internal Arts is a partnership that operates a Tai Chi school and a website – <https://www.redspiralinternalarts.org>. This is our policy regarding the collection and use of Personal Information of the users of the site, and students of the Tai Chi classes.

### Website

Many site operators, collect information that your browser sends whenever you visit our Site ("Log Data"). Red Spiral does not do this.

### Contact details

For us to offer the best service we can, it is important to collect and use personal details to:

- Keep friends and customers informed of new developments
- Inform our students about emergencies or changes in class schedules

Members of the Tai Chi school will have their names, mobile number and/or email address stored securely in a remote cloud. This is to mitigate the risk of laptops and desktops being stolen.

Teachers will have student mobile telephone numbers in their contacts on phones. This is to ensure we can reach out to students where it is appropriate to do so.

We will never sell or give away your personal data.

All our bulk mailings have “unsubscribe” options for you to remove your contacts.

### Data retention

Red Spiral recognises the right to be forgotten. If you wish to be removed from our records, please email [admin@redspiralinternalarts.org](mailto:admin@redspiralinternalarts.org) to ensure .

If you have any further queries, please reach out to Richard or Jennifer:

[admin@redspiralinternalarts.org](mailto:admin@redspiralinternalarts.org)

May 2018