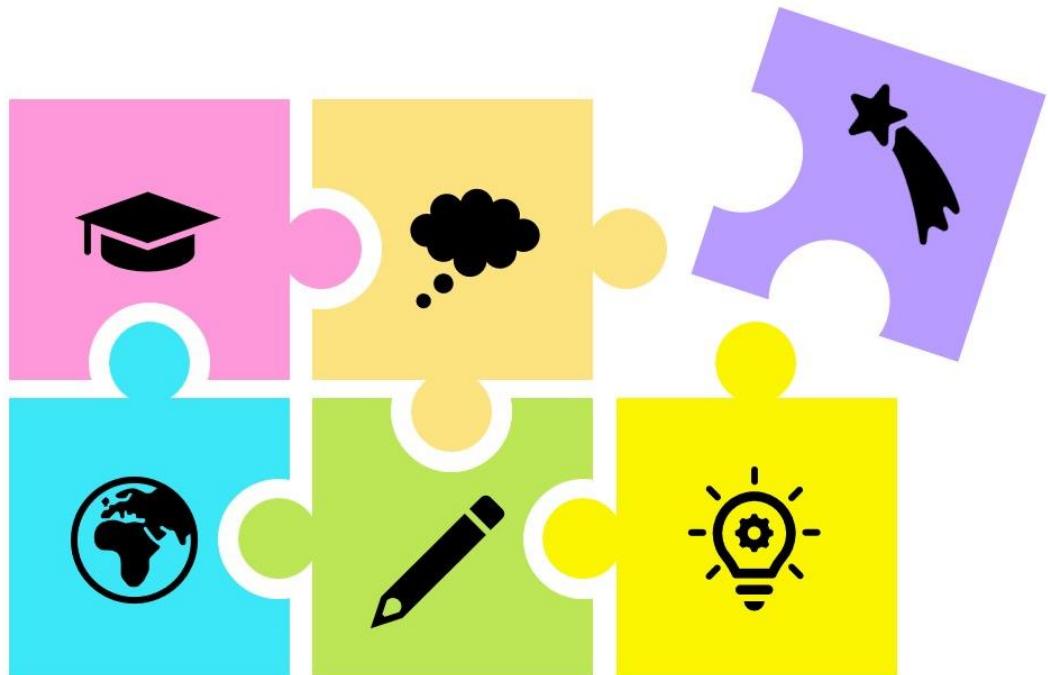


# Weston Learning Zone



## Privacy Policy

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The Weston Learning Zone needs to gather and use certain information about individuals. This can include clients, contacts, employees and other people the organisation has a relationship with or may need to contact.

## Purpose and Scope:

This policy describes how this personal data must be collected, handled and stored to meet the organisation's data protection standards and to comply with the law.

This data management policy ensures the Weston Learning Zone:

- Complies with data protection law and follows good practice.
- Protects the rights of clients, staff and partners.
- Is transparent about how it stores and processes individuals' data.
- Protects itself from the risks of a data breach.

This policy applies to all participants at the Weston Learning Zone, including staff, volunteers, children, parents, etc.

## Supporting Documents:

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

- Safeguarding Policy.
- Complaints Policy.
- Health and Safety Policy.
- Payment and Cancellation Policy.

## Data Collection Methods:

We may collect your personal data in a few limited ways, namely:

- Directly from you, when you fill in a Participant Information Form, communicate with us via telephone/email, or interact with us generally during your time as a participant (for example, where you sign up for a course or lesson);
- From someone else acting on your behalf (for example, a family member).

## Types of Data:

We may collect the following types of personal data about you:



- Contact information, including email address(es), telephone numbers and postal address(es);
- Communication information, including records of communications and interactions we have had with you;
- Medical information, including details of medical conditions, allergies and treatment preferences;
- Other information relevant to the provision of services, including date of birth and activity needs/interests;
- Certain other information which you volunteer when participating at the Weston Learning Zone.

## Data Use:

Personal data provided to us will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences you express.

More generally, we will use your personal data for the following purposes:

- Provision of services, including:
  - informing you about the Weston Learning Zone's policies and rules, scheduled activities, etc.;
  - taking payment of fees;
- Where this is necessary, for the performance of a contract (including any written terms and conditions relating to your participation) with you;
- Research and statistical analysis about who is participating at the Weston Learning Zone;
- Communication about the Weston Learning Zone's news and activities;
- Promoting Weston Learning Zone and goods and services of relevant third parties (for example, equipment suppliers, operators of educational courses, and organisers of educational events).

## Marketing Preferences:

We will always respect your wishes in respect of what type of communications you want to receive from us and how you want to receive them. There are some communications, however, that we need to send you regardless of your marketing preferences in order for us to fulfil our contractual obligations to you as a participant at the Weston



Learning Zone. Examples of these essential service communications are:

- Records of transactions, such as payment receipts or course booking confirmations (as applicable).
- Participant related mailings such as your Participant Information Form update reminder, notices of formal meetings and information about venue closures.

You are in control of how we communicate with you. You can decide not to receive non-essential service communications and can update your choices and/or your contact details by contacting Stephie at: [weston.learning.zone@gmail.com](mailto:weston.learning.zone@gmail.com) or speaking with her directly.

## Sharing Information:

We do not sell or share your personal data for other organisations to use other than as set out below.

Personal data collected and processed by us may be shared with the following third parties, where necessary for the purposes of administering your services and giving you access to the participant benefits and services to which you are entitled:

- Our employees and volunteers,
- Our contractors and suppliers.

## Data Storage:

Your personal data will be stored, either physically or digitally, in a secure folder, and only for as long as necessary for each purpose we use it. For most participant data, this means we retain it for so long as you are actively participating at the Weston Learning Zone and for a period of one year after your last interaction with us (for accounting, tax reporting and record-keeping purposes).

The storage of photographs and videos lie outside of the above stated timeframes. Where photographs/videos are taken on behalf of the Weston Learning Zone, these may be retained indefinitely as a record of the organisation's activities and history. Alternatively, recordings captured by the premises' security cameras will be stored for a fixed period of 8.5 days before being automatically destroyed, unless there is a need to retain segments as evidence.



## Your Rights:

Under certain circumstances, by law you have the right to:

- Request access to your personal data (known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your data (without affecting the lawfulness of our previous processing based on consent).
- Request the transfer of your personal data to another party.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

## Contact and Complaints:

If you have any queries about this policy or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact the Weston Learning Zone's owner, Stephie, at: [weston.learning.zone@gmail.com](mailto:weston.learning.zone@gmail.com).

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website: [www.ico.org.uk](http://www.ico.org.uk).

