

Privacy Policy

Privacy Notice

This is the Privacy Notice of **Katy Batchelor trading as Zozimus Drama**. The purpose of this notice is to set out how [I/we] collect, store and use your data when you book a class or if you sign up to receive details in connection with our services, offers and events.

What personal data is collected

When you make an enquiry or book a session or similar programme or event the information we collect, store and use about you includes:

- Contract Data: including your first name and surname, title, date of birth, home address, email address and a contact telephone number
- Profile Data: including bookings made, sessions attended, social media interactions including posts, comments and pictures
- Children's Data: including your child's first name and surname, age and date of birth

How is your personal data collected

Various methods are used to collect personal data from you including:

- Information you provide voluntarily: for example, we may ask you to provide your contact details in order to register with us, or when you book on to a session or similar programme or event, or when you submit an enquiry by post, telephone or email
- Information obtained from third party sources: we may receive personal information about you from third party sources (e.g. online class booking system) but only where we have checked that these third parties either have your consent or are otherwise legally permitted or required to disclose your personal information and we use the information we receive from these third parties to provide you with our products and services

How is your personal data used

We will normally collect and use your personal data:

- Where we need the personal information in connection with performance of a contract with you

- Where the processing is in our legitimate interests and not overridden by your rights
- Where we have your consent to do so
- Where we have a legal or regulatory obligation that may require us to do so

We may use your personal information to help us decide which services, offers and events may be of interest to you.

You have the right to withdraw consent to marketing at any time by contacting us at: **info@zozimusdrama.com**

How is your personal data shared

We may share your personal data with the following:

- Third party service providers and partners who provide data processing or support services to us
- Law enforcement bodies, regulators, a government agency, court or other third party where we believe disclosure is necessary (i) as a matter of applicable law or regulation (ii) to exercise, establish or defend our legal rights or (iii) to protect your vital interests or those of another person
- An actual or potential buyer (and its agents & advisers) in connection with any actual or proposed purchase or acquisition, provided we inform the buyer it must use your personal information only for the purpose disclosed in this Privacy Notice
- Any other person with your consent to the disclosure

International Data Transfers

We do not transfer your personal data outside the European Economic Area (EEA).

How is your personal data kept secure

We take appropriate measures to protect the personal data that we collect and process about you. The measures used are designed to provide a level of security appropriate to the risk of processing your personal data.

Data Retention

We will only retain information for as long as we have a legitimate need to fulfil the purpose for which we collected it, including, accounting, legal, or reporting requirements. The precise length of time we retain personal information will vary, depending on individual circumstances. When we have no ongoing legitimate need to process your personal data, we will delete or anonymise it so that it can no longer be associated with you.

Your legal rights

You have the following data protection rights:

- The right to request access, correction, or update your personal information

- The right to request deletion where it is no longer necessary to retain your personal information
- The right to object to processing of your personal information or to restrict processing of your personal information or to request portability of your personal information
- The right to opt out of marketing communications we may send you at any time. [To opt out of any form of marketing please contact us using the contact details provided under the “How to contact us” heading below]
- The right to withdraw your consent at any time where consent was the lawful basis for processing your personal information

Updates to this Privacy Notice

We may update this Privacy Notice from time to time in response to changing legal or business developments. When we update our Privacy Notice we will take appropriate measures to inform you consistent with the significance of the changes we make.

Please keep us advised if your personal information changes. It is important that the personal information we hold about you is accurate and current.

How to contact us

If you have any questions or concerns about our use of your personal information please contact us by the following methods:

By email to: info@zozimusdrama.com
By telephone: 07739962902
