

Lycian Writers

PRIVACY NOTICE

Introduction

At Lycian Writers we recognise our responsibility to treat your personal information with care and to comply with all relevant legislation, in particular the Data Protection Act 2018 and the General Data Protection Regulations (GDPR). This notice covers our requirement to provide you with information on how and why we use your personal data and of your rights under the legislation.

What information do we collect?

We will collect information that we will use in order to be able to contact you in relation to our courses.

- Name
- Contact Details including Addresses (Electronic and Street)
- Payment information will be captured as required

This information is required in order for Lycian Writers to correspond with you, and to facilitate the booking of courses and arrangements for fulfilment of those courses, should that be required. This information may be collected electronically or in writing (or both). In any event we will ask you to ensure that we have accurately recorded your data.

How will we use the information about you?

In the first instance, we collect information to arrange consultative meetings with you about the outlines, fees, location and travels plans in relation to the writing courses.

Should you contract with Lycian Writers, we will process your personal data in line with the GDPR in order to progress any quotes or tenders. We will be clear how your data will be processed.

Disclosure of your Personal Information

We won't disclose your personal information to other third parties unless it is to fulfil the terms of our contract with you. We have a duty to provide your information correctly therefore we will always check the information we are providing.

Marketing

Lycian Writers will not share your personal information for marketing purposes. However we may use with your consent, design images for our Company website and/or social media accounts.

Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email Lycian Writers.

Changes to our Privacy Policy

We keep our privacy policy under regular review which will include any updates to this Privacy Notice. Our Privacy Policy was last updated October 2018.

Retention Period

Your data will not be retained for longer than is necessary and will ordinarily be managed in accordance with the standards agreed during the contracting process. In most cases your data will be deleted after our contractual agreement or archived internally within 12 months of the conclusion of the any course undertaken.

Your Rights

You have the following rights in relation to our processing of your personal data:

1. The right to be informed about how we use your personal data (This Privacy Notice).
2. The right to see a copy of the personal information we hold about you.
3. The right to have personal information rectified if inaccurate or incomplete.
4. The right of erasure of your personal information where there is no compelling reason for its continued processing.
5. The right to restrict processing in certain circumstances, e.g. if its accuracy is being contested.
6. The right to data portability which, subject to certain conditions, allows you to obtain and reuse your personal data across different services.
7. The right to object to certain processing including for the purposes of direct marketing.
8. Rights to information in relation to automated decision making and profiling.

Contacting us/Complaints:

If you have a complaint about how we use your personal information, please contact us at the following address -