

# Privacy Policy

Our Privacy and Cookies policy was updated on 14 May 2018.

**References to this privacy policy to "Garden Design School", "the School" "we", "our" and "us", etc are references to us, Garden Design School Limited.**

Garden Design School is committed to protecting the privacy and security of your personal information.

This privacy policy sets out how Garden Design School uses and protects any information that you give us when you use our website (<https://www.gardendesignschool.co.uk>) or that you provide by telephone, through e-mail or in person.

Garden Design School endeavours to comply fully with the Data Protection Act 1998 in its handling of personal data and complies with the General Data Protection Regulation, which comes into effect from May 2018. We aim to keep your data safely and securely and to use it only for the purposes stated in this policy.

We may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

## Data protection principles

We will comply with data protection law, which says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
3. Relevant to the purpose we have told you about and limited only to those purposes
4. Accurate and kept up to date
5. Kept only as long as necessary for the purposes we have told you about
6. Kept securely

## What we collect

We may collect the following information:

- Name and job title
- Contact information including email address
- Information relevant to your enquiry (to best advise you on appropriate course) and / or your course application such as previous history and experience
- For students formally applying or enrolling on courses, this may include more sensitive information for example your date of birth, demographic information such as postcode, preferences and interests.
- Other information relevant to student surveys;
- Academic records and tutor feedback for students enrolled on our courses

## What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping – where you give us personal data in order for us to provide you with a service, your data will be used for the purposes of dealing with your enquiry and / or application and sending you relevant information about the School. In some cases we may hold data for use in connection with future contacts you may make with the School. For example, data obtained during the recruitment process may be linked with data subsequently collected if you enrol as a student.
- We may use the information to improve our products and services.
- We may periodically like to notify you by post, email or phone about new products, taster days or other information (including related to third parties) which we think you may find interesting using the contact information which you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone or post. We may use the information to customise the website according to your interests.

## Data security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

## How we use cookies

A cookie is a piece of text that gets entered into the memory of your browser by a website, allowing the website to store information on your machine and later retrieve it. This website uses cookies so that we can improve your browsing experience.

Most internet browsers allow the use of cookies to be enabled or disabled. To find out more about cookies and how to disable them, please refer to [www.allaboutcookies.org](http://www.allaboutcookies.org). For specific instructions about how to enable or disable cookies on your computer, please also refer to the documentation for your browser software.

**If you do not wish to allow cookies, please disable cookies before continuing to use this website.** If you choose to disable cookies, some areas of the website may be affected. This Website may place the following Cookies:

**Type of Cookie / Purpose :** Analytical/performance cookies. They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.

## Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes.
- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or e-mailing us at [enquiries@gardendesignschool.co.uk](mailto:enquiries@gardendesignschool.co.uk)

We will not sell, distribute or lease your personal information to third parties unless we have your permission to do so. However, we may pass some of your data to other organisations if this is required by law, is necessary for the prevention or detection of crime or is necessary in order to provide particular services to you.

You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please write to Garden Design School, Lansdowne House, 11 Long Street, Devizes, Wiltshire SN10 1NJ

If you believe that any information we are holding on you is incorrect or incomplete, please write to or e-mail us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

## Complaints

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.