



Ken Murray Art
kenmurrayart.co.uk
Tel: 07775 973268
Email: info@kenmurrayart.co.uk

PRIVACY POLICY

Who we are

Ken Murray Art is a private art education business for adults. Ken Murray Dip. A.D. B.A. Hons is an art teacher of extensive experience. More information on him can be found at www.kenmurrayart.co.uk/about-me.

What personal information do we hold about you?

We collect information about you when you become a student of Ken Murray Art. That information is limited to your name, address, phone number, and email address. If you pay for classes by cheque we will also collect your bank details. The Ken Murray Art website does not collect personal data.

How will we use the information about you?

We collect information about you to manage your art classes and, if you agree, to contact you about any relevant events or promotions. We will only contact you by email. We will not post anything to your postal address except with your express permission beforehand. We will only contact you by telephone when necessary.

Who I share your data with

Ken Murray Art does not sell or share your information to third parties for their marketing purposes.

How I keep your information safe

Access to your personal information is strictly controlled on a 'need to know' basis. Administrators are only allowed access to your personal data if they have a valid reason to do so.

How long I keep your personal information

We keep your personal information no longer than necessary for me to administer my art teaching business. If you cease to be a student of Ken Murray Art we will not contact you after 12 months, however, your information will held securely for a maximum of 8 years for tax purposes.

Your information rights

We respect the rights you have over the personal information that we hold about you. You have the following rights:

- you may ask to see a copy of the information we hold about you
- you may have inaccurate or incomplete information we hold about you corrected. If you believe the information we hold about you is inaccurate or incomplete, please provide us with details and we will correct any inaccuracies.
- you may ask us to delete some or all of your personal information.

What to do if you have a complaint

If you have a complaint please contact our Data Protection Officer by writing to: Data Protection Officer, 5 Canon Road, Bromley, Kent, BR1 2SJ, or sending an email to info@kenmurrayart.co.uk.

If you are not satisfied with the way your complaint was handled, you can refer your complaint to UK Information Commissioner's Office.