



## **Burns Skills School Privacy Policy**

Burns Skills School is dedicated to safeguarding the privacy and confidentiality of our students, parents, and users. This Privacy Policy describes how we collect, use, disclose, and protect the personal information of those who engage with our services, particularly children in primary schools and their parents or guardians.

By using our services, signing up for coaching, or accessing our website, you agree to this Privacy Policy. If you have any questions or concerns, please contact us on 07591195463.

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### **1. Information We Collect**

We collect various types of information to provide our services and ensure a safe and effective learning environment. This includes:

#### **a. Personal Information from Parents/Guardians:**

- Full name
- Contact details (email address, phone number)
- Emergency contact information
- Payment information (credit card details or bank details)

## **b. Personal Information from Students:**

- Student's full name
- Date of birth and class
- Health or medical information (only when necessary, with explicit consent)
- Any special requirements or accommodations needed for coaching

## **c. Automatically Collected Information:**

When you interact with our website, we may collect information such as:

- IP address
  - Browser type and version
  - Device information
  - Pages visited on our site and usage patterns
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## **2. How We Use Your Information**

The information we collect is used for the following purposes:

- **To provide coaching services:** We use your contact information to register students, schedule sessions, and communicate updates or changes to schedules.
- **To ensure the safety of students:** We may use health or medical information to ensure the well-being of students during coaching sessions.
- **To process payments:** We collect payment information to process registration and other transactions related to coaching services.
- **To communicate with you:** We may send emails, texts, or other notifications regarding class schedules, updates, promotions, and other relevant information.

- **To improve our services:** We may use feedback or data to enhance our website and the service we offer.
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### 3. How We Protect Your Information

We implement reasonable security measures to protect your personal information. These include the use of encryption, secure servers, and access controls. However, please be aware that no method of transmitting data over the internet or storing data is 100% secure. While we strive to protect your data, we cannot guarantee absolute security.

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### 4. Sharing Your Information

We do not sell or rent personal information to third parties. However, we may share personal information in the following situations:

- **Service Providers:** We may share your data with trusted third-party service providers who help us manage payments, send communications, or maintain our website.
  - **Legal Requirements:** We may disclose personal information if required by law, such as in response to a subpoena or a government request.
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### 5. Cookies and Tracking Technologies

Our website may use cookies or similar tracking technologies to enhance the user experience. Cookies allow us to monitor website performance, track your preferences, and analyse how visitors use our site.

You can control cookie settings through your browser. However, if you disable cookies, certain features of the website may not function properly.

## 6. Data Retention

We will only retain personal information for as long as necessary to fulfil the purposes for which it was collected, including for legal or accounting purposes. If you wish to request that we delete your information, please contact us, and we will respond in accordance with applicable laws.

## 7. Your Rights

- **Access:** You can request access to the personal information we hold about you.
- **Correction:** You can ask us to update or correct your information if it is inaccurate.
- **Deletion:** You can request the deletion of your personal data, subject to certain legal exceptions.
- **Withdrawal of Consent:** If we are processing your data based on consent, you can withdraw your consent at any time.

To exercise any of these rights, please contact us using the details provided below.

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## 8. Children's Privacy

Since Burns Skills School serves children in primary schools, we are particularly mindful of their privacy. We do not knowingly collect personal information from children under the age of 13 without parental consent. We encourage parents and guardians to actively supervise their children's use of our services and ensure that they understand this Privacy Policy.

If you believe we have collected information from a child under 13 without appropriate consent, please contact us, and we will take steps to delete that information.

## **9. Changes to This Privacy Policy**

We may update this Privacy Policy from time to time. Any changes will be posted on this page with an updated effective date. We encourage you to review this Privacy Policy periodically to stay informed about how we are protecting your information.

## **10. Contact Us**

If you have any questions about this Privacy Policy or our data practices, please contact us at:

Burns Skills School

Address: 20 Bishops Green, Banbridge, BT324FB

Email: [coaching@burnsskillsschool.com](mailto:coaching@burnsskillsschool.com)

Phone: 07591195463

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**By using our services, you acknowledge that you have read and understood this Privacy Policy.**