

## **Privacy Policy**

Privacy is taken seriously at COTW. We follow government guidelines (GDPR) surrounding privacy and general best practices in protecting each client such as:

- Always requesting permission in processing personal data and your right to access.
- Taking the necessary security measures to ensure your personal data is protected
- Storing the minimum amount of personal data possible, and only what is relevant or necessary to meet the satisfaction of our parents.

When a course is booked with us, we request your email address, telephone number, payment details, name of your child, and date of birth. This information is used in order to keep you updated on your child's progress, and to share information such as useful tips for success, new lessons, offers, etc. by e-mail or WhatsApp. None of this data is shared with third parties.

