

Privacy Policy

Arts Educational Limited (Company number 5075988) and affiliated entities trading under the name Arts Academy ("We") are committed to protecting and respecting your privacy.

This policy (together with our terms of use and any other documents referred to on it) sets out the basis on which any personal data we collect from you through this website or otherwise, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the Data Protection Act 1998 (the "Act"), the data controllers are Arts Educational Limited whose registered office is 397 Nelson Road, London, TW3 3UP and affiliated entities trading under the name Arts Academy, who will also have access to and the ability to process the data.

INFORMATION WE MAY COLLECT FROM YOU

We may collect and process the following data about you:

Information that you provide by filling in forms on any of our sites which can be accessed from www.arts-academy.co.uk ("our sites"). We may also ask you for information when you report a problem with our site.

Information that you provide to us by filling in forms in person. Information that you provide to us over the telephone which we then input on our database. Details of your visits to our site including, but not limited to, traffic data, location data, weblogs and other communication data.

Information that you provide to us regarding your financial details, either via the website or over the telephone.

IP ADDRESSES AND COOKIES

We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

For the same reason, we may obtain information about your general internet usage by using a cookie file which is stored on the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve our site and to deliver a better and more personalised service.

You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. However, if you select this setting you may be unable to access certain parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our site.

SECURITY

We will do our best to protect your personal data once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access by outside parties.

Unfortunately, the transmission of information via the internet is not always completely secure and therefore transmission is at your own risk.

USES OF INFORMATION

We use information held about you in the following ways:

To ensure that content from our site is presented in the most effective manner for you and for your computer.

To provide you by post or email with information or services that you request from us or which we feel may interest you.

To carry out our obligations arising from any contracts entered into between you and us. To notify you by post or email about changes to our service. To carry out or process any instructions given by you to us.

We may also use your data to provide you with information about goods and services which may be of interest to you and we or they may contact you about these by post or telephone.

The following financial data will be stored whilst you are a client of Arts Educational Limited; billing address, last four digits of payment card, card type. Once you unsubscribe from our service, your details will be erased and

destroyed from our database. This information will not be passed to a third party.

If you do not want us to use your data in this way, please inform us in writing or giving data over the telephone by confirming this to the telephonist.

DISCLOSURE OF YOUR INFORMATION

We may disclose your personal information to third parties:

In the event that Arts Educational Ltd. or any affiliated entities (or any of our owners) sells or buys any business or assets (either as an asset purchase or share purchase) of any third party or of themselves, then we (or any of our owners) may disclose your personal data to the prospective seller or buyer of such business or assets and your personal data may be one of the assets transferred.

If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use or terms and conditions and other agreements; or to protect the rights, property, or safety of our customers.

This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction (including third parties who provide credit card collection services on behalf of us).

YOUR RIGHTS

You have the right to ask us not to process your personal data for marketing purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting us at info@arts-academy.co.uk.

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies.

Please check these policies before you submit any personal data to these websites.

ACCESS TO INFORMATION

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

CHANGES TO OUR PRIVACY POLICY

Any changes we may make to our privacy policy in the future will be posted on this page.

CONTACT

Questions, comments and requests regarding this privacy policy are welcomed. Please [contact us](#) for more information.