

# Upholstery Skills Centre Ltd

Asheton Farm, Tysea Hill, Stapleford Abbots, Essex RM4 1JU

Tel 07721 909 838 or 07599 594 621  
Email [info@upholsteryskills.co.uk](mailto:info@upholsteryskills.co.uk)

## **PRIVACY POLICY - General Data Protection Regulation (GDPR)**

### **Understanding the General Data Protection Regulation (GDPR)**

GDPR introduces a change in the data privacy laws and comes into effect on 25<sup>th</sup> May 2018. The new Regulation is focused on you and how your data is used and processed.

This Privacy Policy explains what information we collect, how we collect it, how it is stored and what it is used for. It is our policy not to use any personal information for any purpose other than what it is intended for, ie. to conduct our business and provide you with services.

If you have any specific concerns around the privacy of your personal data, require further information about how we manage your personal information or wish to review, update or delete the information, please contact us on 07721 909 838 or email [yvette@upholsteryskills.co.uk](mailto:yvette@upholsteryskills.co.uk).

### **How the law protects you**

Data protection law says that we are allowed to use personal information only if we have a proper reason to do so. The law says we must have one of the following reasons:

- To fulfil the engagement we have with you
- When it is our legal duty
- When it is in our legitimate interest (ie. when we have a business or commercial reason to use your information, including but not limited to, internal administrative purposes, preventing fraud and ensuring network and information security)
- When you consent to it

### **How we collect and use your personal data**

We collect data about you from your communications with us over the phone, in person, in writing and through emails.

We collect basic identification information, including your name and contact details.

This information is used for:

- Electronic delivery of emails, newsletters and any other internally generated information relating to the courses and services that we offer
- Administering our accounts and billing systems

Registered Address:  
140 Buckingham Palace Road, London SW1W 9SA  
Company No. 8306358  
VAT Reg No. 184 3064 10

- The supply of any services that you request
- Ensuring we meet our legal and regulatory obligations

Your information is stored:

- Electronically on a local hard disc. We also use Dropbox and Sage Accounting.
- On paper in a locked room

We will only share personally identifiable information collected by us with:

- Association of Master Upholsterers & Soft Furnishers (AMUSF) - if this is necessary due to the nature of your course
- HM Revenue & Customs - as required by the law

We will never sell your information to a third party.

We will not retain any credit or debit card details beyond the period needed to take a payment that is due to Upholstery Skills Centre.

When you visit our website, usage information is collected using cookies – this gives us information about the number of visitors to our site, for example. Our website may at times contain links to other, third party websites. Upholstery Skills Centre is not responsible for the privacy practices or content of these websites.

For courses and other items purchased via our website, payments are made via Paypal.

### **Retaining your personal information**

We will retain your personal information for as long as is necessary for the purposes described above. We will also keep your data for our internal historical records and reference.

### **Keeping this policy updated**

We reserve the right to alter, without notice, this policy if either required by law or to improve services and benefits for our students and customers. The current policy will always be available on our website – [www.upholsteryskills.co.uk](http://www.upholsteryskills.co.uk)

### **Complaints**

If you are not satisfied with the way in which we handle your requests, you can complain directly to us and thereafter to UK Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)

Upholstery Skills Centre  
May 2018