## **Privacy policy**

- I/. We maintain a list of students, former students and prospective students. The data we hold comprises the students name and email address. No other personal data is kept by us in a central record.
- 21. This data is held for the sole purpose of contacting students about classes and sending a newsletter to students.
- **3/.** We take every effort to keep data private and secure. We do not sell data or pass it to third parties for any purpose whatsoever.
- **4/.** Members may ask to see the data we hold and when requested to do so we undertake to delete or amend data within 30 days of the request being received.

Queries and requests regarding data should be sent to: data.manager@bonsaitaichi.eu