

## **RB Arts Academy Privacy Policy**

This Privacy Policy describes how your personal information is collected, used, and shared when you visit or enquire for information from [www.rbartsacademy.com](http://www.rbartsacademy.com)

### **PERSONAL INFORMATION WE COLLECT**

When you visit the Site, we automatically collect certain information about your device, including information about your web browser, IP address, time zone, and some of the cookies that are installed on your device. Additionally, as you browse the Site, we collect information about the individual web pages or products that you view, what websites or search terms referred you to the Site, and information about how you interact with the Site. We refer to this automatically-collected information as “Device Information.”

We collect Device Information using the following technologies:

- “Log files” track actions occurring on the Site, and collect data including your IP address, browser type, Internet service provider, referring/exit pages, and date/time stamps.
- “Web beacons,” “tags,” and “pixels” are electronic files used to record information about how you browse the Site.

When someone visits this website we use a third-party service - Google Analytics - to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone.

Additionally, when you enquire through the Site via email we collect certain information from you, including your name, students name and email address, and phone number

### **HOW DO WE USE YOUR PERSONAL INFORMATION?**

We use the information that we collect generally to fulfil any enquiries placed through the Site email. Additionally, we use this Order Information to communicate with you.

### **SHARING YOUR PERSONAL INFORMATION**

We will never share, sell, rent or trade your personal information to any third parties for marketing or any other reasons. However, we may have to share your Personal Information to comply with applicable laws and regulations, to respond to a subpoena, search warrant or other lawful request for information we receive, or to otherwise protect our rights.

### **YOUR RIGHTS**

If you are a European resident, you have the right to access personal information we hold about you and to ask that your personal information be corrected, updated, or deleted. If you would like to exercise this right, please contact us through the contact information below.

### **DATA RETENTION**

When you enquire through the Site email, we will maintain your personal Information for our records unless and until you ask us to delete this information.

### **CHANGES**

We may update this privacy policy from time to time in order to reflect, for example, changes to our practices or for other operational, legal or regulatory reasons.

## **CONTACT US**

For more information about our privacy practices, if you have questions, or if you would like to make a complaint, please contact us by e-mail at [EDDAUckfield@hotmail.com](mailto:EDDAUckfield@hotmail.com) or by mail using the details provided below:

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