

Montet Designs Privacy Policy

At Montet Designs we strongly value the privacy of our customers and visitors to our site. We want to ensure you feel confident in browsing and sharing your information to book onto our clubs and workshops or purchase from our online store. This privacy policy explains how we collect, use, communicate, disclose and otherwise make use of your personal information. Personal information, or personal data, refers to any information about an individual from which that person can be identified.

It is important that you read and understand our privacy policy as it will explain how we collect and use your personal information and why we do this. This policy relates to your use of this website and data gathered from that use. All personal information is kept in a secure environment and in line with GDPR 2018

Contact & Communication

We collect and store the information you provide when you sign up for one of our workshops, day courses or after school clubs. We also save your name, email address and contact telephone number when you make any enquiries via the Montet Designs website online enquiry form, via email, via a phone enquiry or face to face enquiries, when shared.

If you sign up to receive our email newsletter, we will request and store your name and email address. By agreeing to receive our newsletter you are opting in to hear about all news, updates and workshop dates. You can opt-out of receiving these emails at any time using the unsubscribe link at the bottom of the newsletter email.

We may also contact you about leaving a review of a workshop that you've attended or a club your child has attended.

We keep your personal information until it is no longer required or has no use, as detailed in the Data Protection Act 1998. Our retention policy sets out timescales for the retention of information. It states that we will hold your data for a period of 12 months from the time that you contacted us to enquire about any of our services, attended any of our workshops, clubs or events. After this period if there is no further communication we will remove your personal information from our records. Should you connect with us again to enquire or use any of our services we will store your personal details for a further 12 months from when you made contact.

You can ask us at any time to change, amend or delete the information that we hold about you or ask us not to contact you with any further marketing information. You can also ask us to restrict the information that we process about you by contacting Audrey Montet via email at audrey@montetdesigns.co.uk

Payments

Some details are shared with our payment integration service PayPal when paying for workshops, all day courses, after school club and gift vouchers. Payment details are transferred securely (encrypted) and not stored on our systems.

Social Media Platforms

Communication, engagement and actions on external social media platforms that this website and its owners participate on are subject to the terms and conditions and the privacy policies of each social media platform respectively. This website nor its owners will ever ask for personal or sensitive information through social media platforms. Please contact us directly via email, booking forms or phone.

We use the latest secure server technology to ensure your information is protected to the highest standards. We use encryption to safeguard your personal information and only accept orders from web browsers that permit communication through Secure Socket Layer (SSL) technology.

Photography

Where consent has been given, via a booking form or completion of consent slip at a Montet Design workshop or event, we may use photographs or videos taken at these events to post on social media or on the Montet Designs website. There is always the option to not have any photograph taken or video recorded during a Montet Designs event. There is always the option to opt out of being included in any social media content, flyers or other related publications linked with Montet Designs and we will never share any photos or videos with any other company or person.

Use of cookies

At Montet Designs we look to ensure that visitors to our site have the option to opt out of having Cookies saved onto their computer's hard drive. Cookies are small files that track, save and store information about your use of a website. This allows the website, through its server, to provide you with a personalised experience.

The Montet Designs website uses tracking software to monitor its visitors to better understand how they use it. This software is provided by Google Analytics which uses cookies to track visitor usage. The software will save a cookie to your computer's hard drive to track and monitor your engagement and usage of our website. It will not store, save or collect personal information. You can read Google's privacy policy here for further information

[[http:// www.google.com/privacy.html](http://www.google.com/privacy.html)].

If you wish to deny the use and saving of cookies onto your computer, use your web browser's security settings to block all cookies from this website and its external serving vendors.

Where possible, cookie data is stored encrypted and sent over an encrypted connection.

We also assimilate social media platforms including Facebook, Twitter and Instagram which use cookies to track visitor usage. The software will save a cookie to your computer's hard drive to track and monitor your use of the website.