

## *Thirdspace Privacy Notice*

Thirdspace Development Ltd is the 'controller' of the personal data you provide to us.

If you sign up to our newsletter, we collect basic, personal data for our marketing and promotional reasons. This will include name, address, email, phone number.

If you have attended one of our events, workshops, courses or participated in other services we offer, we will collect the information you supply to us on the registration form which can include, name, address, email, phone number date, location and name of the event attended.

### *Why we need your data*

We collect your basic personal data so we can provide you with any on-going services or attendance at our events, workshops, courses or for the delivery of our other services. We will only collect personal data from you to be able to provide and oversee this service to you.

### *What we do with your data*

All the personal data we collect is processed by Thirdspace Development Ltd in the UK. No 3rd parties have access to your personal data unless the law allows them to do so. We have a Data Protection regime in place to oversee the effective and secure processing of your personal data.

### *How long we keep your data*

Any information we use for marketing purposes will be kept with us until you notify us that you no longer wish to receive marketing information from us. You can unsubscribe at any time via telephone or email. If you have attended a workshop or course with us, we will also hold any basic purchasing information for six years to comply with HMRC.

### *Your rights*

If at any point you believe the information we hold on you is incorrect you can request to see this information and have it corrected or deleted – please contact [info@thirdspacecoaching.com](mailto:info@thirdspacecoaching.com).

If you wish to raise a complaint on how we have handled your personal data, please contact Sue Braithwaite [sue@thirdspacecoaching.com](mailto:sue@thirdspacecoaching.com) to have the matter investigated.

If you are not satisfied with our response or believe we are not holding or processing your personal data in accordance with this policy or the law, you can complain to the Information Commissioner's Office <https://ico.org.uk/>