

CAROUSEL

PRINT STUDIO

Privacy Notice

This privacy notice explains what data Carousel Print Studio gathers and how we use and store it.

Booking Courses

When you book courses at Carousel Print Studio, we use a third-party provider, [Eventbrite](#), to manage bookings. Please see their [privacy notice](#). We will use your email address to keep in touch with you about the course you've booked and, occasionally, to let you know about future courses that may be linked with what you have already booked (for example, if you have booked a beginners' course, we may let you know that we're running an intermediate course in the same process). Let us know if that's not okay by emailing us at print@carouselprintstudio.com. We will not add you to our mailing lists. We may check that we have the correct email address at the start of a multiple session course and update it appropriately. We may take a telephone number at the start of your course for emergency use only.

Membership

When you become a member at Carousel Print Studio member we will collect your mailing address, telephone number, email address and the details of an emergency contact. This will be used to contact you about your membership and use of Carousel Print Studio. We use a third-party provider, [MemberMojo](#), to process this information. You can find their privacy policy [here](#). We will add your email address to a mailing list for members, operated by [Mailchimp](#) as above. We will remove you from this list if your membership expires. We may share some of your contact details with Yorkshire Art Space (the owners of Exchange Place Studios), only where necessary for health and safety purposes.

When your membership expires we will keep this information for one year should you subsequently wish to re-join, after which we will delete your data.

Joining Our Mailing Lists

When you sign up to our mailing list we use a third-party provider, [Mailchimp](#), to deliver emails to you. We may gather statistics around email opening and clicks to help improve our emails in the future. For more information see [Mailchimp's privacy notice](#). You can unsubscribe from general mailings at any time by clicking the unsubscribe link at the bottom of any of our emails. (Please note that this does not cover communications about bookings or membership.)

Sharing of Data

We do not share any of your details with any third parties, other than as stated in this policy.

Social media

Any social media posts or comments you send to us (on the Carousel Print Studio Facebook page, for instance) will be shared under the terms of the relevant social media platform (e.g.

Twitter/Facebook/Instagram) on which they are written and could be made public.

Other people, not us, control these platforms. We are not responsible for this kind of sharing. We recommend you review the terms and conditions and privacy policies of the social media platforms you use. That way, you will understand how they will use your information, what information relating to you they will place in the public domain, and how you can stop them from doing so if you wish.

Any posts or comments you make about us or our services on any of our blogs, reviews or user community services will be shared with all other members of that service and the public at large. Any comments you make on these services and on social media in general must be not offensive, insulting or defamatory. You are responsible for ensuring that any comments you make comply with any relevant policy on acceptable use of those services.

How we store your data

Keeping your data safe is important to us.

Most data is held on cloud-based software and not on an internal server. The data is password protected and is only available to staff and volunteers at Carousel Print Studio. We also hold some paper-based data, such as application forms and course registers and these are kept in a lockable filing cabinet, accessed only by Carousel Print Studio staff.

Access to your personal information

You are entitled to view, amend, or delete the personal information that we hold. Email your request to print@carouselprintstudio.co.uk

Version 1: 31st August 2022. This notice will be reviewed annually.

Cookies Notice:

“Cookies” are small pieces of data that websites store on your device. Cookies can improve your browsing experience because they help websites remember preferences and understand how people use different features. Cookies can also be used to analyse traffic and for advertising and marketing purposes. Cookies are used by nearly all websites and do not harm your system.

Our website is hosted by [Squarespace](#), which uses specific cookies to help our site run more effectively. You can read more about the cookies used in their [cookies policy](#).

If you want to check or change what types of cookies you accept, this can usually be altered within your browser settings. You can block cookies at any time by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site, or those of our third-party providers.

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