



Bowen Training UK Privacy Policy

We abide by the Data Protection Act 2018 (GDPR updated) which requires personal data to be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant, and limited to what is necessary in relation to the purposes for which it is processed
- Accurate and kept up to date
- Kept in a format which permits identification of data subjects for no longer than is necessary
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage

Taking all these requirements into consideration Bowen Training UK would like to let you know how we process your data.

WHAT WE DO:

- We collect information given by you when signing onto a course or requesting a Prospectus. This includes your name, address, telephone numbers and email.
- Details of previous courses taken are also collected when you start a course.
- The information is stored on an encrypted drive and password protected at the Bowen Training UK office.
- We share your information with Bowen Training UK instructors for the sole purpose of contacting you regarding courses and workshops.
- We use your information to send out mailshots about courses from the Bowen Training UK office.
- We may from time to time contact you for marketing purposes unless you ask us not to do so.

WHAT WE DON'T DO:

- We do not share, sell or rent your information to any other business, company or individual who is not a Bowen Training UK instructor.

If at any time you wish to have your details removed from our database, please make a request via email or in writing to our office.