

# The Imperial School of Feng Shui & Chinese Horoscopes Privacy Notice

## Our contact details

Name: The Imperial School of Feng Shui & Chinese Horoscopes

Address: [www.masterkwchan.com](http://www.masterkwchan.com)

E-mail: [pam@masterkwchan.com](mailto:pam@masterkwchan.com)

## Introduction to Data Protection

We have an obligation under Regulation (EU) 2016/679 of the European Parliament – the General Data Protection Regulation ('GDPR') to provide you with information about how and why we use your data. We recognise our obligations and your legal rights set out in the GDPR. We are committed to protecting and respecting your privacy by complying with the principles of the GDPR

## What type of information we have

We currently collect and process the following information:

- Personal contact details such as name, school name, address, phone number and email address

## How we get the information and why we have it

The personal information we process is provided to us directly by you for one of the following reasons:

- You have applied to join a beginner or advanced course
- You wish to purchase goods from the Imperial School of Feng Shui & Chinese Horoscopes website
- You have made an enquiry to the Imperial School of Feng Shui & Chinese Horoscopes

We also receive personal information indirectly, from the following sources, in the following scenarios:

- If you are a prospective student, we may seek further information about you from your registered teacher/school or we may ask you to provide certificated prove of your eligibility to join a course.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

**Your consent. You are able to remove your consent at any time. You can do this by contacting [pam@masterkwchan.com](mailto:pam@masterkwchan.com). Please be aware if we remove your information you will lose email updates on upcoming courses.**

## What we do with the information we have

We use the information that you have given us in order to manage your course booking or supply of goods. We provide you with information on forthcoming courses.

We will disclose your personal information, without notice, only if required to do so by law.

## How we store your information

All information that you share with us will be stored securely. We take appropriate security measures to help safeguard your personal information from unauthorised access and disclosure. We use firewalls to help prevent unauthorised persons from gaining access to your personal information.

We will keep your personal details for as long as you attend courses or purchase products. If you do not attend courses or purchase products, we will delete your information in a secure manner, within 7 years, unless we need to

keep it for legal reasons. You have a right to request the deletion of your information in advance of the above retention period. We will delete this information unless there is a lawful reason for the information to be retained. We may retain some basic information about you.

### **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [pam@masterkwchan.com](mailto:pam@masterkwchan.com) if you wish to make a request.

### **How to complain**

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Helpline number: 0303 123 1113

The Privacy Notice is under regular review. The Imperial School of Feng Shui & Chinese Horoscopes may change this Privacy Notice from time to time.

Revised: December 2018