

shibori stream

Jane Callender

DATA SECURITY

British data protection regulations require that I must have your formal, written agreement to hold information about you. The only information that I will hold on my computer is that which was provided by you freely when you booked your place in the 'Shibori Stream' online zoom classes. This will be used only for the purposes outlined below. Except where indicated below the data will not be passed to any third party but be for the sole use of myself as tutor and seller of callishibori items.

Should you purchase or have purchased in the past 6 years any items from janecallender.com or previously, www.callishibori.co.uk 'callishibori' shop, your email and address will have been submitted.

The data I hold will be:-

1. only the data freely given by you on your original online booking form in order to purchase a six weeks online Shibori Stream zoom course with me, Jane Callender. Your email address will be used only by me to communicate with you on matters solely to do with the course. ie times of classes, information sheets, preparation instructions, requirements and any other matters to do with the class. You will also be added to the 'Shibori Stream' mail out list for your course.
2. only the data freely given by you when purchasing any item from the callishibori shop. Your email address will be used only by me to communicate with you on matters concerning these purchases ie, acknowledgment of order, order queries, out of stock items, delivery times, further advice etc. Your address will be used solely for the posting of your order and will not be forwarded to any other individual, agency or organisation.
3. stored securely and held by myself and those individuals and organisations mentioned below for Shibori Stream or callishibori purposes only in order for the products and services to be managed and delivered securely.
4. the information you supplied will be stored on my computer which has security in place and is accessed by myself only. It will not be passed on to any outside individual, agency or organisation other than HM Revenue and Customs (HMRC) if, and as required, by law.
5. Under law I am required to retain all business records for a period of 6 years.

Individuals who have temporary sighting of this information in the course of website management, computer maintenance or repair:

- a) Designer and Web Manager of janecallender.com during maintenance and updating
- b) Computer IT specialist for computer hard ware maintenance, upgrades and security checks.

Organisations to which you have offered your information freely in the purchase of a Shibori Stream 6 week course or callishibori product and who hold your email and postal address securely are:

- c) PayPal and Woo Commerce in order that purchases and transactions are securely handled.
- d) Zoom in order that video conferences by audio and video can take place. All organisations implement high levels of security which include encryption.

Please print out and complete this form, scan and return to me via email.

1. Please tick the box to give myself, Jane Callender, permission to hold and use for one year the information you have supplied in the ways mentioned above and return to me.

2. I consent to my data being used for 'Shibori Stream' and 'Callishibori' purposes only.

Signature.....Date...../...../.....

.3. To receive further information about 'real life' workshops and give consent to my holding your information for future notifications, please tick the box and add your name to my mailing list from the web site. You will have the option to unsubscribe at any time by either contacting me jane@janecallender.com or clicking 'unsubscribe' at the end of a mail out.