



# Sandy Millin / Take Your Time DELTA

## customer privacy policy

This privacy policy tells you what to expect us to do with your personal information.

### Contact details

Email: [sandy@takeyourtimedelta.com](mailto:sandy@takeyourtimedelta.com)

### What information we collect, use, and why

We collect or use the following information to **provide services and goods, including delivery**:

- Names and contact details
- Addresses
- Photographs or video recordings

We collect or use the following information for **service updates or marketing purposes**:

- Names and contact details
- Marketing preferences

### Lawful bases

Our lawful bases for collecting or using personal information to **provide services and goods** are:

- Consent
- Contract

Our lawful bases for collecting or using personal information for **service updates or marketing purposes** are:

- Consent

### Where we get personal information from

- People directly

### How long we keep information

If you submit your information as part of an application for a Take Your Time DELTA course, your data will be retained until the earliest of the three timeframes below:

- Throughout the application process – it will be removed within 30 days if your application is rejected or if we do not receive a reply from you when we follow up on your application, unless you ask in writing for it to be retained for a future course.
- Throughout the length of your course – it will be removed within 90 days of the end of your course, unless you ask in writing for it to be retained for a future course.
- Until you contact Sandy Millin at [sandy@takeyourtimedelta.com](mailto:sandy@takeyourtimedelta.com) to ask her to remove the data.

If you submit your information to sign up to the Take Your Time DELTA mailing list / newsletter, your data will be retained until you unsubscribe from the mailing list / newsletter.

### 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 data.



- **Your right to rectification** - You have the right to ask us to rectify personal data 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 data in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal data in certain circumstances.
- **Your right to object to processing** - You have 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 personal data you gave us to another organisation, or to you, in certain circumstances.
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

### How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Helpline number: 0303 123 1113  
Website: <https://www.ico.org.uk/make-a-complaint>

### Last updated

19 July 2024