Creative Co-Lab – PRIVACY NOTICE

Effective Date: 18.3.2025

At Creative Co-Lab, we respect your privacy and are committed to protecting your personal data. This Privacy Notice explains how we collect, use, and safeguard your information when you engage with our services.

1. Information We Collect

We may collect and process the following types of personal information:

Contact Details – Name, email address, phone number, and postal address.

Booking & Payment Information – Class registrations, payment details (processed securely via third-party payment providers), and transaction history.

Health & Safety Information – Any relevant medical or accessibility information provided for class participation.

Marketing Preferences – Your consent to receive promotional emails, newsletters, or event updates.

Photos & Media – Images or videos taken during classes for promotional purposes (with prior consent).

2. How We Use Your Information

We use your personal data to:

Process class bookings and payments.

Communicate important class updates, cancellations, or schedule changes.

Ensure the safety and well-being of participants.

Improve our services and customer experience.

Send marketing materials (only if you have opted in).

3. Data Protection & Security

We take appropriate technical and organizational measures to protect your personal data from unauthorized access, loss, or misuse. Your information is stored securely and is only accessible to authorized personnel.

4. Data Sharing & Third Parties

We do not sell or share your personal data with third parties for marketing purposes. However, we may share your information with:

Service providers (e.g., payment processors) to facilitate transactions.

Legal authorities if required by law or to protect our rights and safety.

5. Your Rights

You have the right to:

Access, update, or request deletion of your personal data.

Withdraw consent for marketing communications at any time.

Request information on how we process your data.

To exercise your rights, please contact us at [Your Contact Email].

6. Data Retention

We retain your personal data only for as long as necessary to fulfil the purposes outlined in this notice, comply with legal obligations, or resolve disputes.

7. Updates to This Notice

We may update this Privacy Notice periodically. Any changes will be posted on our website, and we encourage you to review it regularly.

8. Contact Us

If you have any questions about this Privacy Notice or how your data is handled, please contact:

Creative Co-Lab

Corespace

Byrehill Drive

Kilwinning

KA13 6HN

By engaging with Creative Co-Lab, you acknowledge that you have read and understood this Privacy Notice.