



## **PRIVACY POLICY**

Starpic Project complies with the official Regulation (EU) 2016/679 – known as **GDPR**. You can view our **GDPR policy** which is available online.

### **Section 1 – Information** What do we do with your information?

When you purchase something from our online store or via our online booking system as part of the buying and selling process, we collect the personal information you give us such as your name, address, email address, phone number.

When you enrol your child in any of our classes, we also collect your child's personal information such as name, address, emergency contacts and medical details in order to keep your child safe while using our services.

When you browse our site, we also automatically receive your computer's internet protocol (IP) address in order to provide us with information that helps us learn about your browser and operating system

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Email marketing: With your permission, we may send you emails about our services, products, and other updates

### **Section 2 - Consent** How do you get my consent?

When you provide us with personal information to complete a transaction, verify your credit card, place an order, arrange for a delivery or return a purchase, we imply that you consent to our collecting it and using it for that specific reason only.

If we ask for your personal information for a secondary reason, like marketing, we will either ask you directly for your expressed consent, or provide you with an opportunity to say no.

How do I withdraw my consent?

If you no longer want to hear from us, you may withdraw your consent for us to contact you, for the continued collection, use or disclosure of your information, at any time by replying 'unsubscribe' on any email we send to you, or by contacting us or mailing us at:

**Starpic Project Ltd**, Community Hub, 3 Hay Avenue, Niddrie, EH16 4RW

### **Section 3 - Disclosure**

Starpic Project Ltd may disclose your personal information if we are required by law to do so.



## **Section 4 - Payments**

Our online booking system is hosted and managed by our appointed development company, who provide us with the online e-commerce platform that allows us to sell our items to you. Your data is stored using packets on a secure server behind a firewall.

### **Payment:**

When processing payment we may use payment gateways such as Stripe / PayPal or direct bank transfer. Payment gateway services such as Stripe stores your credit card data. It is encrypted through the Payment Card Industry Data Security Standard (PCI-DSS).

Your purchase transaction data is stored only as long as is necessary to complete your purchase transaction. After that is complete, your purchase transaction information is deleted.

All direct payment gateways adhere to the standards set by PCI-DSS as managed by the PCI Security Standards Council, which is a joint effort of brands like Visa, MasterCard, American Express and Discover.

PCI-DSS requirements help ensure the secure handling of credit card information by our store and its service providers.

## **Section 5 - Third-party service**

In general, the third-party providers used by us will only collect, use and disclose your information to the extent necessary to allow them to perform the services they provide to us. However, certain third-party service providers, such as payment gateways and other payment transaction processors, have their own privacy policies in respect to the information we are required to provide to them for your purchase-related transactions.

For these providers, we recommend that you read their privacy policies so you can understand the manner in which your personal information will be handled by these providers. In particular, remember that certain providers may be located in or have facilities that are located in a different jurisdiction than either you or us. So if you elect to proceed with a transaction that involves the services of a third-party service provider, then your information may become subject to the laws of the jurisdiction(s) in which that service provider or its facilities are located.

Once you leave our website or are redirected to a third-party website or application, you are no longer governed by this Privacy Policy or our website's Terms of Service.

### **Links**

When you click on links on our site, they may direct you away from our site. We are not responsible for the privacy practices of other sites and encourage you to read their privacy statements.



## **Section 6 - Security**

To protect your personal information, we take reasonable precautions and follow industry best practices to make sure it is not inappropriately lost, misused, accessed, disclosed, altered or destroyed. Although no method of transmission over the Internet or electronic storage is 100% secure, we follow all PCI-DSS requirements and implement additional generally accepted industry standards.

## **Section 7 - Cookies**

By continuing to use this website without acknowledging or taking action on the Cookie notification that appears from your web browser, you hereby agree to our use of cookies in the manner detailed in this notice. Cookies are small text files that are stored on your browser/ hard drive of your computer or other device when you visit the site and allow you to be identified, as a user, for the duration of your site visit ("session cookie") or for repeat visits ("persistent cookie").

## **Section 8 - Changes to this privacy policy**

**Starpic Project** reserves the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

If our company is acquired or merged with another company, your information may be transferred to the new owners so that we may continue to meet our contractual obligations to you and/ or to sell products and services to you.

## **QUESTIONS AND CONTACT INFORMATION**

If you would like to: access, correct, amend or delete any personal information we have about you, register a complaint, or simply want more information contact our Privacy Compliance Officer at [staff@starpicproject.co.uk](mailto:staff@starpicproject.co.uk) or mailing us at:

**Starpic Project Ltd** (address available on our website)