

Compass Sewing Privacy Policy

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1. Purpose

Compass Sewing is committed to protecting your personal information and being clear about how it is used. This Privacy Policy explains what data Compass Sewing collects, why it is collected, and how it is stored. It applies only to data processed directly by Compass Sewing and does not cover third-party platforms such as booking systems, email providers, or social media services. Please refer to each third-party platform's own Privacy Policy for details of how they process data within their services.

2. Data We Collect

2.1 Booking Information

When you book a session, the booking system collects your name, email address, and booking details (date, time, session type) on behalf of Compass Sewing. This information is used to manage your attendance and run sessions smoothly.

2.2 Payment Information

Payments are processed securely through our booking provider and their payment processor. Compass Sewing does not store or access your card details.

2.3 Photos, Videos & Media

We may take photos and short videos during sessions for social media and promotional use. You can withdraw consent at any time by telling us in writing (email) ahead of the session or face to face during the session. Withdrawal of consent applies to future use only and does not require Compass Sewing to remove content already published.

2.4 Communication

If you contact Compass Sewing, we may keep your message, email address, and any feedback you provide. This information is used to respond to your enquiry and to support learning from experience and continuous improvement of sessions. Communication data is kept only as long as necessary for these purposes.

3. How We Use Your Data

3.1 Running Sessions

We use your booking information to manage attendance, run sessions smoothly, and communicate essential information related to your booking.

3.2 Communication

We may email you about your booking, cancellations, or changes to sessions. We may also use any feedback you provide to support learning from experience and continuous improvement of Compass Sewing sessions. We do not send marketing emails unless you have opted in separately. If you opt in to marketing emails, you can withdraw consent at any time by clicking 'unsubscribe' or by emailing Compass Sewing. Your email address is stored solely for marketing purposes and is deleted if you withdraw consent.

3.3 Social Media

Photos and videos may be shared on Compass Sewing's social media pages. Photos and videos are only used with consent, which can be withdrawn at any time. Members can opt out by telling us in writing (email) ahead of the session or face to face during the session.

4. Legal Basis for Processing

Compass Sewing processes personal data under the following lawful bases:

- **Contract:** to manage your booking and attendance.
- **Consent:** for photos and social media.
- **Legitimate Interest:** to run sessions safely and communicate essential information related to your booking. This does not include marketing emails.

5. Data Storage & Security

5.1 Storage

Your data is stored securely within our booking system and email platform. These third-party services manage their own security and data protection measures.

5.2 Access

Only Compass Sewing staff have access to your booking information. Third party providers may have system-level access as part of delivering their services. Please refer to the booking system's own Privacy Policy for details of how they process and store data collected through their platform.

5.3 Retention

We retain booking information only as long as necessary to run sessions, manage attendance, and meet legal or accounting requirements. Data is deleted when it is no longer required for these purposes.

6. Sharing Your Data

Compass Sewing does not sell or share your personal data with third parties for their own use. Your data may be processed by third-party service providers (such as the booking system or email platform) solely for the purpose of delivering their services. The only other exception is when required by law or to protect someone's safety (e.g., safeguarding or legal obligations).

7. Data Processors

Compass Sewing uses third-party service providers — such as our booking system and email platform — to process data on our behalf. These providers act as data processors and are responsible for meeting UK GDPR requirements for security and data protection. Please refer to each provider's own Privacy Policy for details of how they process data within their platform.

8. Your Rights

Under UK GDPR, you have the right to:

- access your personal data
- request corrections
- request deletion
- withdraw consent (e.g., for photos and marketing emails)

- object to processing in certain circumstances

Some rights apply only in specific situations, such as when data is held to meet legal or accounting requirements. To exercise any of these rights, contact Compass Sewing directly.

9. Cookies

If our website uses cookies (for example, for analytics or booking), you will be informed and given the option to manage your preferences. For full details of the cookies used on the Compass Sewing website, please refer to our Cookies Notice. You can manage or delete cookies through your browser settings at any time.

Our website uses Google reCAPTCHA to help protect forms from spam and abuse. reCAPTCHA works by checking that a real person is submitting the form. This may involve Google placing cookies or collecting technical information such as your device and browser details.

Use of reCAPTCHA is subject to the Google Privacy Policy and Google Terms of Service.

10. Complaints

If you have concerns about how your data is handled, please contact Compass Sewing so we can address them. You also have the right to raise a concern with the UK Information Commissioner's Office (ICO): <https://ico.org.uk>

11. Contact Information

If you have questions about this Privacy Policy or how your data is used, you can contact Compass Sewing at: compasssewingclub@gmail.com

Document Control

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Version 1.0	28/08/2026	Melanie Valentine	Business Owner
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