

Payment in full required at the time of booking. Discretionary refunds issued 7 days before the start of the first session, after which no refunds can be made.

Any absences or cancellations made by the student cannot be credited.

Lessons cancelled by Art School Ilkley will be rearranged for an alternative date.

Data Protection

We take our responsibility for looking after information seriously. We follow the data Protection Act at all times when asking for or handling your information including:

- o Personal data shall be processed fairly and lawfully
 - o Data is processed only for the purpose(s) for which it was collected.
 - o Data is adequate, relevant and not excessive
 - o Data is accurate and kept up to date
 - o Data is not kept longer than necessary
 - o Data is kept secure against unauthorised access and loss or damage
- Social media.

Social Media

Any social media posts or comments you send to us will be shared under the terms of the relevant social media platform (e.g. Twitter /Instagram) on which they are written and could be made public.

Access to your personal information

You are entitled to view, amend, or delete the personal information that we hold. Email your request to artschoolilkley@gmail.com February 4th 2020
Reviewed annually.