



## **Privacy Policy**

Cathy's English Pathway operates the [cathysenglishpathway.com](http://cathysenglishpathway.com) website to provide total immersion English homestay lessons (the 'Service').

This document informs you of our policies regarding the collection, use, and disclosure of personal data when you use the Service and the choices that you have associated with that data.

### **Who are we?**

Cathy's English Pathway is run by Mrs Cathy Cotton as a sole trader. Any query should be directed to Mrs Cotton at [cathycotton@cathysenglishpathway.com](mailto:cathycotton@cathysenglishpathway.com).

### **What personal information we collect**

We only collect basic personal data which does not include any sensitive types of information. This includes your name, gender, age, address, email address, and telephone number.

### **Why we need your personal information**

We need your personal information in order to provide you with the Service. No unnecessary information will be collected by Cathy's English Pathway.

### **What we do with your personal information**

All personal information collected by Cathy's English Pathway will be processed internally. No personal information will be shared with any third parties.

We do not directly process any payments and do not collect any payment details. Any payments will be made through PayPal. Please consult their privacy policy for any further information you may require.



Your basic personal information (name, address, and contact details) will be kept for a minimum of 6 years in order to comply with UK tax law. At this point, this information will be destroyed.

## **Your rights regarding your personal data**

You have the right at any time to access and receive a copy of your personal data in a commonly used electronic format, to correct this data, or to request its deletion. You have the right at any time to object to us using your personal data.

You will be asked to verify your identity before we action any such requests detailed above. We will comply with any request for deletion of your personal data unless we are required to keep it by law.

If you have any query or request regarding how we use your personal data, please contact Mrs Cathy Cotton, at [cathycotton@cathysenglishpathway.com](mailto:cathycotton@cathysenglishpathway.com). Alternatively, please call +44 (0) 7572 579710.

If you are not satisfied with our privacy policy or believe that we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO) by calling 0303 123 1113.