

Privacy Policy

Last updated: 21 July 2026

Introduction

In Tune is committed to protecting your privacy and ensuring that any personal information you provide is handled safely and responsibly.

This Privacy Policy explains what information we collect, how we use it, and how we protect it.

Information We Collect

We may collect personal information such as:

- Name
- Email address
- Telephone number
- Address (where required)
- Emergency contact details for children attending workshops
- Any other information you provide when booking a workshop or contacting us

We only collect information that is necessary for providing our services and communicating with participants.

How We Use Your Information

We use your information to:

- Process workshop bookings
- Communicate with you about your booking
- Provide information about sessions, changes, or important updates
- Maintain appropriate records for our business and legal responsibilities

We do not use your information for any purpose unrelated to providing our services.

How We Store Your Information

All personal information is stored securely on a password-protected company computer.

We take reasonable steps to ensure that personal information is protected from unauthorised access, loss, misuse, or disclosure.

Sharing Your Information

Your personal information is treated as confidential and will not be shared with, sold to, or passed on to any third parties.

The only exception would be where we are legally required to provide information, for example to comply with legal obligations or requests from relevant authorities.

Payments

Payment information is handled securely. We do not store full payment card details.

Children's Information

Where children take part in workshops, we may collect information such as parent/guardian contact details and emergency contact information. This information is only used to support the safe running of workshops and will be treated confidentially.

How Long We Keep Your Information

We keep personal information only for as long as necessary for the purposes for which it was collected and to meet any legal or accounting requirements.

Your Rights

Under UK data protection law, you have rights regarding your personal information, including the right to:

- Request access to the information we hold about you
- Ask us to correct inaccurate information
- Request that your information is deleted where appropriate
- Withdraw consent where processing is based on consent

To make a request, please contact:

[Insert email address]

Contact

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

In Tune

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07780623855