

## **Privacy policy**

'Dark Angels' means Dark Angels Writers Ltd\* and our employees and contractors. We regularly review our privacy policy. It was last updated on 24 April 2024.

### **Your personal information**

If you've already been on one of our courses or expressed an interest in Dark Angels, we believe it's in our legitimate interest to retain and to use your contact details so we can keep you up to date with Dark Angels news and let you know about our courses, events, publications and services. By 'contact details', we mean your name and email address and - if you give it to us - your address, phone number and organisation. We'll keep these until you tell us otherwise. We may also publish photos, video and audio recordings from courses on our website or social media channels.

If you wish to attend a course or event, we may need other relevant information from you (such as dietary requirements). We'll only use that information with your consent and for the purpose of providing the course or event, and we'll delete it afterwards.

### **Using and sharing your personal information**

We'll use your personal information:

- (i) to keep you up to date with Dark Angels news and to let you know about our courses, events, publications and services, and
- (ii) to provide you with any courses, events, publications or services you sign up for.

We won't share your personal information with anyone else unless:

- (i) we're required to do so by law,
- (ii) we need to so we can provide you with something you've asked for, or
- (iii) you're attending a course or event, in which case we'll share your name and email address with the tutors and other participants unless you tell us otherwise.

### **Transferring your personal information outside the UK or EEA**

We shouldn't need to transfer your information outside the UK or EEA (European Economic Area) unless you sign up to a course or event there or we're using a service provider that happens to be based there. Also, some of our tutors are based outside the UK or EEA. We'll always make sure your information receives an equivalent level of protection.

### **Your rights**

You can ask us to provide a copy of the personal information we hold on you or to fix anything that's wrong with it. Where you've given consent, you can withdraw it. You can restrict or object to what we use your information for or ask us to delete it. These rights may be limited in some circumstances.

You can contact us at [data.privacy@dark-angels.org.uk](mailto:data.privacy@dark-angels.org.uk). If you have a complaint we can't resolve, you can refer it to the UK Information Commissioner.

\*Dark Angels Writers Ltd is a company registered in England & Wales with company number 11120862, whose registered office is at Ferrari House, 258 Field End Road, Ruislip, Middlesex, HA4 9UU.