

Privacy Policy – Online Philosophy Evening Classes

(Compliant with UK GDPR and Data Protection Act 2018)

Why I Hold Information

I request and hold information about people wishing to attend my online philosophy evening classes for the purposes of:

- Contacting participants about class times, links, materials, and related news.
- Administering enrolment and participation in online classes.
- Providing access to Google Classroom and shared materials.
- Responding to enquiries made via my website or email.

I do not collect data for marketing beyond information directly related to my classes unless you explicitly request updates.

Information I Hold

I request and, where given, may hold the following information:

- Name
- Email address
- Payment confirmation details (if applicable)
- Records of correspondence
- Google Classroom participation data (such as submitted assignments or comments)

I do not collect sensitive personal data unless voluntarily disclosed in correspondence.

Online Platforms

Video Conferencing

Live classes are delivered using a secure video conferencing platform (for example Zoom or Google Meet). When attending a live session, the platform may collect technical data such as IP address, device information, or usage statistics under its own privacy policy.

Participants are advised to review the relevant platform's privacy policy.

Sessions are not recorded unless explicitly stated in advance. If a session is ever recorded, participants will be informed beforehand and may choose whether to remain present.

Google Classroom

Where Google Classroom is used:

- Participants will require a Google account.
- Any work submitted or comments made within the classroom environment are visible only to class participants and myself.
- Google processes data under its own privacy policy and UK GDPR compliance framework.

I do not download or distribute participant work outside the classroom without express permission.

Website and Sign-Up Forms

If you register via my website:

- Your name and email address are collected solely for class administration.
- Website hosting providers may collect anonymised analytics data such as browser type or pages visited.
- I do not sell or share your personal data with third parties.

Where I use a third-party form provider (for example Google Forms), that provider processes data under its own privacy policy.

Who Can See This Information?

The information I hold is accessible only to me.

I do not share names or email addresses with third parties.

Group emails are always sent using BCC.

Messages from participants may be forwarded to the group only where appropriate and without distributing personal contact details unless permission is given.

What I Send You

- Confirmation of class times and links
- Reading materials and relevant articles
- Occasional information about future courses
- Occasional relevant communications relating to philosophy events

You may unsubscribe at any time.

Data Requests

Under UK GDPR, you may at any time:

- Request a copy of the information I hold about you
- Correct or update your details
- Withdraw from the mailing list
- Request deletion of your information

I will respond within one month of receiving your request.

Contact: tutoring@adrianbrockless.com

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO).

Data Retention

I retain participant information for two years after the conclusion of a course unless:

- You request deletion sooner
- There is an ongoing administrative or legal reason to retain it

Mailing lists are reviewed periodically and inactive or bounced addresses are removed.

Security

I take reasonable technical and organisational measures to protect your data:

- Devices are password protected and updated with security patches
 - Accounts are secured using strong passwords
 - Two-factor authentication is enabled where available
 - Access is restricted solely to me
-

Breaches

In the unlikely event of a data breach that poses a risk to your rights and freedoms, I will:

- Notify affected participants
 - Report the breach to the Information Commissioner's Office where required
 - Take immediate steps to identify and remedy the issue
-

Embedded Content and External Links

Emails or website pages may contain links to external sites. These sites may collect data independently under their own privacy policies.

Please review their policies if concerned.

Further Questions

If you have any questions about this Privacy Policy or the information I may hold about you, please contact:

tutoring@adrianbrockless.com