



## *How We Use Your Data*

When you submit your contact details, these are used to respond to your original enquiry.

If we are unable to satisfy your enquiry at the time, we will keep your details on file until such time as we are able to do so. For example, if there is no *Introduction to Tai Chi* programme scheduled, we will wait until there is and then contact you again.

We will hold your details on file for up to one year or, if you sign up for one of our programmes, for as long as you are an active class participant or corporate client. This enables us to contact you with class information (teaching materials, class cancellations, workshop notices or other matters relating to the way the classes are run) and so ensure a good student experience.

If you no longer wish to be contacted, or to attend our classes, then we ask you to inform us and we will delete your data.

We do not pass your details to other organisations for the purpose of marketing, other than ***Chen Seminars UK*** which is responsible for organising local seminars by visiting Chen family masters and is considered to be an extension of the training services we already offer to our students.

## **Contacting Berkshire Tai Chi**

**E-mail:        [info@berkshiretaichi.co.uk](mailto:info@berkshiretaichi.co.uk)**

**Telephone: 07814 969 540**