Privacy Policy

ACTOR'S INSTINCT STUDIO | Last updated: 20 October 2026

Actor's Instinct Studio is operated by Richard Winsor, trading as Actor's Instinct Studio. We respect your privacy. This policy explains how personal information is collected, used and managed in connection with our website, enquiries, workshops and services.

For questions about your information, email **info@actorsinstinctstudio.com**.

1. Information We Collect

When you contact us through our website or by email, we may collect your name, email address, the content of your message and your telephone number if you choose to provide it.

When you book a workshop, coaching session or other service, we may keep booking information, payment records and correspondence. We do not routinely request health information; if you choose to share information relevant to participation, we will handle it sensitively.

2. How We Use Information

We use information to respond to enquiries; arrange and administer bookings and coaching; communicate about participation; maintain necessary payment and administrative records; and comply with legal and accounting obligations.

Depending on the activity, we rely on steps taken at your request before entering a contract, performance of a contract, legal obligations or legitimate interests. Where processing requires consent, we will ask for it. Health information, if provided, requires additional safeguards and an appropriate legal condition.

We do not currently use information collected through the enquiry form to send marketing newsletters or promotional campaigns.

3. Storage and Sharing

Website enquiries are delivered to us by email through Webflow. Booking details and correspondence are maintained through email and administrative records. Webflow may also retain form submissions, depending on the site's settings.

We do not sell personal information. Providers supporting our website, email and business administration may process information on our behalf. We share students' contact details with guest tutors, directors or collaborators only with their permission, except where disclosure is otherwise legally required.

We take reasonable steps to protect information against unauthorised access, loss and misuse. Some service providers may process information outside the UK, subject to applicable data protection safeguards.

4. Payments

Payments are made by bank transfer. We do not collect or store payment card details. Relevant transaction records may be retained for accounting and legal requirements.

5. Retention

We retain enquiry, booking and correspondence records for as long as reasonably necessary to manage services, support ongoing student relationships and meet legal obligations. We aim to review information periodically and delete what is no longer needed. Certain financial records must be kept for statutory periods.

6. Your Data Protection Rights

Depending on the circumstances, you may request access to your personal information, correction, erasure, restriction of processing or object to certain uses. You may also withdraw consent where consent is the lawful basis, and have other rights under UK data protection law.

To make a request, contact **info@actorsinstinctstudio.com**. You may also complain to the Information Commissioner's Office (ICO), the UK's data protection regulator, at **ico.org.uk**.

7. Cookies and Website Tracking

Our website may use cookies or similar technologies for essential site functions. Any non-essential analytics or advertising technologies must be identified and, where required, enabled only after consent. Details of the technologies actually used will be confirmed before this policy is published.

8. Changes to This Policy

We may update this policy to reflect changes in services, the website or legal requirements. The latest version will be available on our website.

9. Contact

Actor's Instinct Studio, Richard Winsor (sole trader). Email: **info@actorsinstinctstudio.com**.