# 🛡️ Writing Well Data Protection Statement



At Writing Well, we are committed to protecting your privacy and handling your personal data with care, respect, and integrity. This statement outlines how we collect, use, and store information shared with us in line with the UK General Data Protection Regulation (GDPR).

What We Collect

We may collect the following types of information:

Your name and contact details (e.g. email, phone number)

Accessibility needs or personal preferences (if you choose to share them)

Any written work, feedback, or documents you voluntarily submit

Participation details in our sessions, workshops, or courses

Why We Collect It

We collect this information so that we can:

Communicate with you about Writing Well activities, events, and updates

Personalise your experience and offer appropriate support

Deliver workshops, provide CPD certificates, and process membership or bookings (only when/if appropriate).

Keep the community safe, informed, and accessible.

We will only collect and retain what is necessary for these purposes.

How We Store It

Your data is stored securely and will never be shared, sold, or passed on to third parties without your consent, unless required by law or safeguarding responsibilities. Access is restricted to the Writing Well lead facilitator and any agreed administrative support.

Written work or personal reflections shared within the group are always treated as confidential and are only used for public purposes (e.g. testimonials, promotional materials) if explicit written permission is given.

Your Rights

You have the right to:

Request access to the data we hold about you.

Ask us to correct, delete, or limit the use of your data.

Withdraw consent at any time.

Writing Well NEVER share your information with 3rd parties unless there is an emerging safeguarding issue. And even then, every effort is taken to discuss this with you first.

To make a request, please contact:

paulaanne@writingwell.net or 079 69 849 294

Writing Well exists to support your creativity and wellbeing, and we take your privacy seriously as part of our commitment to ethical, inclusive, and compassionate practice.

Prepared by:

Paula Thwaite

Founder & Lead Facilitator, Writing Well

www.writingwell.net