PRIVACY POLICY

We take the protection of your data seriously. Sometimes we need to collect personal data to provide the service you expect, and when we do, we will explain clearly what we're collecting and what we intend to do with it.

What personal information do we collect?

When you fill in the contact form, the teacher securely processes and stores what you enter, and emails it to the appropriate recipient. They will use it to respond accordingly, archiving correspondence just like you would expect any responsible company to do.

When you contact us by phone, email or post, we will also use your contact details and personal information to respond appropriately and archive it securely for an appropriate length of time.

If you become a new teacher, we will ask you for the personal information we need in order to work with you. We will store it securely, and delete it if appropriate if you stop being a Little Movers and Shakers teacher in the future.

Cookies

Your experience on this site will generally be cookie-free. There are just a couple of exceptions.

If you view embedded content from YouTube, Spotify or another company, that content will be clearly flagged and you will be asked for consent to allow the third party to set cookies. If you agree, a cookie will be set by us to log this consent, so we don't have to bug you every time.

How and where your data is stored

We collect your name, phone number and email and store these while you attend our class, but delete them after you stop. We keep emails up to 5 years and then delete them from the list.

Access to your personal information

You have the right to know what information we hold about you. If you <u>contact</u> <u>us</u> and ask, we will be happy to:

• tell you what information we hold;

- tell you why we are holding it;
- tell you who it could be disclosed to;
- update it if it's inaccurate;
- remove it (unless there's a legitimate reason why we need to keep it); and
- let you have a copy of the information in an intelligible form.

Links to other websites

This privacy notice does not cover other sites that this site may link to. Please read the privacy statements on the other websites you visit.

Sensitive Data

We do not collect any Sensitive Data about you. Sensitive data refers to data that includes details about your race or ethnicity, religious or philosophical beliefs, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data. We do not collect any information about criminal convictions and offences.

DISCLOSURES OF YOUR PERSONAL DATA

We may have to share your personal data with the parties set out below:

Service providers who provide IT and system administration services.

Professional advisers including lawyers, bankers, auditors and insurers.

Government bodies that require us to report processing activities.

Pictures taken for marketing purposes.

We always ask parents to allow or deny permission to take photos of their children in writing. If by any chance the teacher did not ask a permission or your child's picture is on social media, yet you do not agree with this, the teacher will immediately take the picture down when you ask. If she refuses to do this, please contact nelly.lms@yahoo.com

Changes to this policy

This policy was last updated on 30/04/2023. If we change this privacy policy in future, we will update this web page.