

# Panda Playgroup Sticky Mitts and Tiny Tots



## Privacy Notice for Sticky Mitts and Tiny Tots

This Privacy Statement explains our practices, including your choices, regarding the collection, use and disclosure of certain information, including your personal information, by Panda Playgroup Sticky Mitts and Tiny Tots

### Contacting us

For questions specifically about this Privacy Statement, or our use of your personal information please contact us by email at [pandaplaygroup@hotmail.co.uk](mailto:pandaplaygroup@hotmail.co.uk)

### Data Protection principles

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way
2. Collected only for valid purposes that we have clearly explained
3. Relevant to the purposes we have told you about and limited to those purposes
4. Accurate and kept up-to-date
5. Kept only as long as necessary for the purposes we have told you about
6. Kept securely.

Personal data means any information about an individual and from which that person can be identified.

### Collection and storage of information

When you first attend a Sticky Mitts or Tiny Tots session you are asked to complete a paper registration form which asks for the following

- Your name, email, address, telephone number,
- The name and birthdate of your child(ren)
- An emergency contact number

Information is stored electronically in a password protected dropbox account which can be accessed by the Panda and Sticky Mitts and Tiny Tots Managers, and 2 named committee members.

The email address list is held by the Panda Secretary.

## **Use of information**

We use your information primarily to communicate with you, to provide, administer and improve our services and marketing to you and to process your membership.

## **Consent – your choices**

We will only contact your personal email address/mobile number if we have your consent to do so.

All our email communications will include clearly visible unsubscribe and opt-out links for changing preferences. You can opt out of communications at any time by emailing [pandaplaygroup@hotmail.co.uk](mailto:pandaplaygroup@hotmail.co.uk)

## **Disclosure of information**

Information collected by us will be used by Panda Playgroup Sticky Mitts and Tiny Tots only and not passed to third parties unless you have given consent.

## **Retention of information**

We retain your information until your child reaches school age and/or at your request to unsubscribe at any time prior to this.

## **Use of Panda Playgroup website(s)**

Within our website, we may link to other useful organisations' websites that may be of use to you; however we do not endorse the information on these websites and are not responsible for the websites' content. Panda Playgroup cannot be held responsible for the privacy of data collected by these sites. You should review their privacy policy before sending them any personal data.

We make every effort to ensure that viruses, malware and other malicious software is excluded from our website, however we advise that you take appropriate precautions to protect your device. Panda Playgroup cannot be held responsible for any consequential damage from malicious software or any other use of our website, products or services.

## **Your information and rights**

You have the right to access any information we hold relating to you. You may also request that we delete personal information that we hold about you.