**Crafty Tots privacy policy.**

Crafty Tots respects the value and privacy of all our customers. We comply to the Data Protection Act 2018 which controls how your personal information is used by organisations, businesses or the government.

**What data we collect:**

* Your name or accompanying adult’s name and your child’s/children’s names
* Your telephone number and email address
* Your child’s date of birth
* Any known allergies and any other information you deem important
* Photos and videos for our website, posters and social media platforms unless it is specifically expressed not to by the caregiver of the child/children.
* Crafty Tots does not have any access to payment details when you book. However, the payment provider will need to know your details to verify your payment.
* Crafty Tots uses Google Analytics to hold basic cookie information.

**What we use and store the data for:**

* To be able to contact you with details of the class you have booked.
* To be able to contact you if a class is cancelled or in an emergency situation.
* To check the suitability of the class for your child.
* To be able to provide for individual needs of each child where necessary.
* To use photos and videos for our website, posters and social media platforms unless specifically asked not to.
* To respond to any questions you may have asked us.
* To contact you if there are any changes made to the class.
* For the use of a class register each session.
* The data collected by Google Analytics will be used to calculate page views and outbound clicks.
* For promotional reasons including upcoming classes or any special offers. If you would not like to receive any information you can ask us to stop at [craftytotsinfo@gmail.com](mailto:craftytotsinfo@gmail.com).

**Your rights:**

* Under the GDPR we will keep your personal data for a maximum of 12 months.
* You can withdraw your consent to hold data at any time. Please email [craftytotsinfo@gmail.com](mailto:craftytotsinfo@gmail.com).
* If you would like a copy of your information held on file, please email [craftytotsinfo@gmail.com](mailto:craftytotsinfo@gmail.com).

**Sharing your information:**

* Crafty Tots will not share your personal information with third parties unless we have your permission or except when applicable by law. The only exception is if the law compels us to. For example, sharing the information to protect you, your child or another person. We will share your information with government agencies if they need or request it.
* We use a third-party booking website called bookwhen ([www.bookwhen.com](http://www.bookwhen.com)) and the payment processing is done through Stripe (<http://www.stripe.com/gb>). Crafty Tots cannot be held responsible for the protection and privacy of any information these sites hold on you and these sites are not governed by this privacy policy. It is your responsibility to gain the relevant information and read the relevant privacy policies of the individual websites above.

**Cookies:**

**What are Cookies**?

​Cookies are small text files that are stored by the browser on your computer or device. You can think of cookies as providing a memory for the website, so that it can recognise you when you come back and respond appropriately. More information about cookies can be found here

**How we use Cookies**?

We use cookies to understand your use of our Services. We use google analytics to collect your outbound clicks and page views, more information can be found at Google Analytics (www.google.com/policies/privacy/partners).

**What control you have**?

There is a cookie banner embedded into the Crafty Tots website which allows complete control on what data you are willing to share**.**

**Data Breach:**

* Crafty Tots recognises that data breaches can and do occur. We will endeavour to minimise the possibility of a breach and ensure that in the event of a breach, those affected would be kept fully informed.