

PRIVACY POLICY – Safe and Sound Event Childcare

1. Information We Collect

Our main goal in collecting personal information from you is to provide you with an effortless, professional, and personalised experience while using our services. This allows us to provide our unique services and features to better meet your exact needs, and to customise our service to make your experience easier and quicker. When you register your details with us or make a booking we will need to collect certain personal details such as parents' names, address, telephone number, email address and the names and dates of birth of children. We need this information to process your booking and make the necessary arrangements for your child/ren to attend the relevant event our services are required for. Prior to attending an event we will also need to collect more sensitive personal data, specifically relating to the child/ren on your bookings, such as medical conditions, allergies and additional needs to ensure we can provide the appropriate care for your child/ren. At an event where Safe and Sound Events/ Safe and Sound Event Childcare's services are booked, we will need to let relevant staff who will be caring for your child/ren know the above disclosed information to ensure our levels of care and service provision.

Currently we operate an 'implied consent' policy which means that we assume you are happy with the limited usage of information. If you are not happy, then you should either not use this site, or you should browse the site using your browser's anonymous usage setting (called "Incognito" in Chrome, "InPrivate" for Internet Explorer, "Private Browsing" in Firefox and Safari etc.)

Email tracking. E-mails that we send you have no tracking in at all e.g. booking confirmations.

2. Our Use of Your Information

We use information in the file we maintain about you, and other information we obtain from your current and past activities on the Site, to resolve any disputes, troubleshoot problems and enforce our Terms & Conditions.

Your Personal Information is stored in our databases Safe and Sound Events/ Safe and Sound Event Childcare complies with the UK Data Protection Act 1998.

3. Our Disclosure of Your Information

We do not sell or rent any personally identifiable information about you to any third party.

Legal Requests. Safe and Sound Events/ Safe and Sound Event Childcare cooperates with law enforcement inquiries and other third parties to enforce laws, Intellectual Property Rights and other rights. Local and international law enforcement agencies can request and may receive your personally identifiable information.

4. Reviewing and Changing Your Personally Identifiable Information

You can at any time ask to see and have removed any information that we have stored on you, though we reserve the right to charge for this service. Please contact Safe and Sound Events/ Safe and Sound Event Childcare if you would like your personal information removed. We will retain in our files information you have requested to remove in some circumstances, such as to resolve disputes, troubleshoot problems and enforce our Terms & Conditions.

5. Security

On our website we use best endeavour to safeguard the confidentiality of your personally identifiable information but we do not use encryption (such as SSL) or firewalls to further protect the information as it travels across the Internet.

6. Changes to Privacy Policy

If we are going to use your personally identifiable information in a manner different from that stated at the time of collection we will make any changes to this Privacy Policy and post them to our site. It is up to you whether you then continue to use the website and Safe and Sound Events/ Safe and Sound Event Childcare's services following such changes. However, it is assumed that you accept such changes if you continue to use the site and services. If you do not accept such changes then you should stop using Safe and Sound Events/Boutique Booths site and services and contact us, as per Section 4. above, should you wish to have any of your details removed.

Privacy Notice

Safe and Sound Events/ Safe and Sound Event Childcare – Privacy Notice

This privacy notice has been compiled in order to comply with the General Data Protection Regulation's (GDPR's) requirement as the Data Controller for Safe and Sound Events/Boutique Booths, I provide fair processing information to you regarding your personal data.

1. The Data Controller for Safe and Sound Events/Safe and Sound Event Childcare

The owner of this business is also the Data Controller

Stephanie Wallis

Telephone: 07774708569

e-mail: stephanie@safeandsoundevents.com

2. The Purpose of the processing and the lawful basis for processing

1. Your, name, address and contact details: these are needed once you have made a booking so that I can: (these are examples and not a definitive list)
 - Keep in touch regarding any updates about your booking
 - Can issue invoices and receipts for billing and accounting purposes
 - Make contact with you nearer the time of the event to confirm details and clarify childcare specifics
 - To contact you after the event with any further invoicing (e.g. extra hours)
 - Our professional accountant will also have access to our accounts information annually in order for them to complete our tax Self-Assessment for the Inland Revenue.
 - Completion of a Family Registration Form with the full details of each child within the booking including sensitive personal data, specifically relating to the children on your bookings, such as medical conditions, allergies and additional needs to ensure we can provide the appropriate care for your child/ren.

Your agreement to the Terms and Conditions given to you at the time of booking provides the lawful basis for processing the above data.

3. Categories of Personal Data

In addition to the data which you have given directly to us, we may from time to time receive information from other parties. Examples of this could be:

- Names, e-mail addresses of wedding fayre attendees which you attended and which you gave permission to the organizer to pass onto exhibiting suppliers. We will not contact anyone who has chosen to opt out of receiving communication.
- Contact details, names, and date of wedding which you may have given to a wedding fayre organizer and agreed that they can be shared with exhibiting suppliers.

Any information such as this will be transferred to our system and the e-mail and contents will be securely deleted.

4. Any Recipients of your Personal Data

- Safe and Sound Events/Boutique Booths' professional accountant – only any information on invoices or receipts.

5. Retention Period

Whenever we collect or process your personal data, we'll only keep it for as long as is necessary for the purpose for which it was collected and as required under law. At the end of that retention period, your data will either be deleted completely or anonymised, for example by aggregation with other data so that it can be used in a non-identifiable way for statistical analysis and business planning.

6. The Rights of each Data Subject

The following individual's rights will be upheld:

- The right to be informed (by this document)
- Subject access within 40 days
- Rectification of any errors
- Erasure (to be forgotten)
- Processing to be restricted
- Data portability
- To object
- In relation to automated decision making.

Full details of these rights can be found here: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

7. The Right to Withdraw Consent at any Time

If, for example you needed to cancel your booking with us, you can ask us to remove your data from our records if you wish, and we will do so.

8. The Right to Lodge a Complaint with a supervisory Authority

More information can be found here: <https://easygdpr.eu/gdpr-article/77/>

9. Contractual Requirement

Contact Details, and details of your event are required in order for us to provide our services to you. We will not ask for or store any more information than that which is essential for our provision of service.