

Privacy Policy

Little Sound Garden takes the privacy of your information very seriously. This Data Protection Policy applies to our use of any and all Data collected by us or provided by you in relation to your use of the Website. **Please read this privacy policy carefully.**

Definitions and interpretation

In this privacy policy, the following definitions are used:

Data; collectively all information that you submit to Little Sound Garden via the Website, social media channels, email or telephone communications, paper documentation or verbal communication. This definition incorporates, where applicable, the definitions provided in the Data Protection Act 1998; General Data Protection Regulation (GDPR);

Data Subject; a living individual to whom personal data relates;

Cookies; a small text file placed on your computer by this Website when you visit certain parts of the Website and/or when you use certain features of the Website.

UK and EU Cookie Law; the Privacy and Electronic Communications (EC Directive) Regulations 2003 as amended by the Privacy and Electronic Communications (EC Directive) (Amendment) Regulations 2011;

User or You; anyone who accesses the Website

Website; the website www.littlesoundgarden.com, or the Little Sound Garden listing and booking services on www.happity.co.uk

In this privacy policy, unless the context requires a different interpretation:

the singular includes the plural and vice versa;

references to sub-clauses, clauses, schedules or appendices are to sub-clauses, clauses, schedules or appendices of this privacy policy;

a reference to a person includes firms, companies, government entities, trusts and partnerships;

“including” is understood to mean “including without limitation”;

reference to any statutory provision includes any modification or amendment of it;

the headings and sub-headings do not form part of this privacy policy.

Scope of this privacy policy

This privacy policy applies to Little Sound Garden and www.littlesoundgarden.com, it does not include links to social media or other websites.

Data collected

We may collect the following Data, which includes personal Data, from you:

- Full name
- Email address and telephone number
- Child's name, age and date of birth
- Any medical conditions relating to your child (where you choose to provide this information)
- IP address
- Web browser type and version
- Operating system

Special Categories Of Data

Health Data is considered to be a special category of Data. The only time that this is collected is when a parent enrolls their child into our classes and only then if the parent feels that this is appropriate or warranted information.

Methods Of Data Collection

Data is collected through the website by means of online forms or via email. These forms are usually filled in by parents wishing to enrol their child in our classes.

In addition, data is sometimes collected using paper registration forms in class. This data may remain securely stored in paper format or it may be transferred to a computer.

Our use of Data

For purposes of the Data Protection Act 1998, Little Sound Garden is the “data controller”.

We will retain any Data you submit for a minimum of 12 months after your relationship with us comes to an end or sooner if you request that your data be removed.

Unless we are obliged or permitted by law to do so, and subject to any third party disclosures specifically set out in this policy, your Data will not be disclosed to third parties.

All personal Data is stored securely in accordance with the principles of the Data Protection Act 1998. For more details on security see the clause below (**Security**).

Any or all of the above Data may be required by us from time to time in order to provide you with the best possible service and experience when using our Website. Specifically, Data may be used by us for the following reasons:

internal record keeping;
transmission by email of promotional materials that may be of interest to you;
in each case, in accordance with this privacy policy.

Our Legal Basis For Collecting Personal Data

The GDPR provides six bases for data collection and data processing in Europe:

The vital interest of the individual
The public interest
Contractual necessity
Compliance with legal obligations
Unambiguous consent of the individual
Legitimate interest of the data controller

Our legal basis for collecting and processing your data are:

Contractual necessity and;
Legitimate interest

Disclosure

Little Sound Garden will not pass on your personal data to third parties without first obtaining your explicit consent.

Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

You have a number of rights under data protection legislation which, in certain circumstances, you may be able to exercise in relation to the personal information we process about you.

These include:

the right to access a copy of the personal information we hold about you;
the right to correction of inaccurate personal information we hold about you;
the right to restrict our use of your personal information;
the right to be forgotten;
the right of data portability; and

the right to object to our use of your personal information;

the right to a judicial review

Where we rely on consent as the legal basis on which we process your personal information, you may also withdraw that consent at any time.

If you are seeking to exercise any of these rights, please contact us using the details in the “Contact Us” section below. Please note that we will need to verify your identity before we can fulfil any of your rights under data protection law. This helps us to protect the personal information belonging to our customer against fraudulent requests.

Third party websites and services

Little Sound Garden may, from time to time, employ the services of other parties for dealing with certain processes necessary for the operation of the Website. The providers of such services do not have access to certain personal Data provided by Users of this Website.

Links to other websites

This Website may, from time to time, provide links to other websites. We have no control over such websites and are not responsible for the content of these websites. This privacy policy does not extend to your use of such websites. You are advised to read the privacy policy or statement of other websites prior to using them.

Changes of business ownership and control

Little Sound Garden may, from time to time, expand or reduce our business and this may involve the sale and/or the transfer of control of all or part of Little Sound Garden. Data provided by Users will, where it is relevant to any part of our business so transferred, be transferred along with that part and the new owner or newly controlling party will, under the terms of this privacy policy, be permitted to use the Data for the purposes for which it was originally supplied to us.

We may also disclose Data to a prospective purchaser of our business or any part of it.

In the above instances, we will take steps with the aim of ensuring your privacy is protected.

Functionality of the Website

You may restrict your internet browser’s use of Cookies. For more information see the clause below (**Cookies**).

Accessing your own Data

You have the right to ask for a copy of any of your personal Data held by Little Sound Garden (where such Data is held).

Security

We take protecting your personal information seriously and are continuously developing our security systems and processes. Some of the controls we have in place are:

We limit physical access to our buildings and user access to our systems to only those that we believe are entitled to be there;

We use technology controls for our information systems, such as firewalls, user verification, data encryption, and separation of roles, systems & data;

We utilise industry “good practice” standards to support the maintenance of a robust information security management system; and

We enforce a “need to know” policy, for access to any data or systems.

Cookies

We use the following Cookies:

Strictly necessary Cookies. These are Cookies that are required for the operation of our website. They are necessary for the safety, security and integrity of the site. For example they help support the structure of the pages that are displayed to you, help to improve navigation and allow you to return to pages you have previously visited. This type of Cookie only lasts for the duration of the time you are visiting the website. When you leave the website they are deleted automatically.

Performance Cookies or analytical Cookies. They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily

The data is aggregated and anonymised, which means we cannot identify you as an individual.

Functionality Cookies. These are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences (for example, your choice of language or region). These Cookies will remain on your device until you choose to clear it. If you choose to do this, you will need to enter your details each time you visit the site.

Targeting Cookies. These Cookies will collect information about your browsing habits and allow us to show you adverts while you are browsing our site and other sites on the internet. They are set by us or by carefully selected third parties. They help us to understand the performance of our marketing activities and improve the relevance of the adverts that you see.

Blocking or restricting Cookies

You can stop Cookies being used on your device by activating the setting on your browser that allows you to block the deployment of all or some Cookies. Please visit www.allaboutcookies.org to find out how. Please note, if you use your browser settings to block Cookies you may not be able to access all or parts of our site.

General

You may not transfer any of your rights under this privacy policy to any other person. We may transfer our rights under this privacy policy where we reasonably believe your rights will not be affected.

Unless otherwise agreed, no delay, act or omission by a party in exercising any right or remedy will be deemed a waiver of that, or any other, right or remedy.

This Agreement will be governed by and interpreted according to the law of England and Wales. All disputes arising under the Agreement will be subject to the exclusive jurisdiction of the English and Welsh courts.

Changes to this privacy policy

Little Sound Garden reserves the right to change this privacy policy as we may deem necessary from time to time or as may be required by law. Any changes will be immediately posted on the Website and you are deemed to have accepted the terms of the privacy policy on your first use of the Website following the alterations.

You may contact Little Sound Garden at any time by emailing
laura@littlesoundgarden.com

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