

DATA PROTECTION POLICY AND PRIVACY NOTICE FOR JENNY'S JAM

Jenny's Jam must collect certain personal data to be able to deliver an informed and quality service to it's families & their children.

We recognise the importance of the correct and lawful treatment of personal data.

The aim of this policy is to outline the data we will collect and why we collect it and to prevent harm to the users whose data we hold.

We provide our users with a Privacy Notice which will inform them of:

- The personal data we will collect.
- Why we are collecting it.
- Who we will share it with.
- How we protect it.
- Where we store it.
- How long we will keep it for.
- Their rights in respect of the data.

We adhere to the principles of the Data Protection Act 1998 and will:-

- Only obtain data for a specific and lawful purpose.
- Ensure that the data is adequate, relevant and not excessive
- Ensure that data is accurate and up to date.
- Not be kept for longer than is necessary
- Ensure that data is secure from unauthorised or unlawful use. It will be protected from accidental loss, destruction or damage.

Members of the group will be informed immediately if there is any risk to their data.

What we will collect.

1. Name of adult(s) attending the group
2. Address

3. Telephone Number
4. Email Address
5. The name of child(ren) attending the group
6. Address if different to the adult
7. Date of Birth

Consent to hold this data will be via the completion of the booking form via Happily or Jenny's Jam

NHS Track & Trace

To help prevent the spread of Covid19, if requested, your contact details will be provided to NHS Track and Trace within a 21 day period of attending any class booked via Happily. If you do not wish for your contact details to be shared in this way, you must notify hello@happity.co.uk and the Class Provider before your class takes place.

All data will be kept for 3 years (7 years for payment information) and securely stored via Happily Booking system

Marketing and spam

We know that you do not want spam or marketing calls from third parties, so we will never sell or rent your contact information to third parties, and we won't share it with a third party unless we have your authorisation.

All members of the group have a right to:

- Access the data held in relation to themselves or their children
- Complain if they feel the data is not being used for the purpose it was given.
- Refuse the sharing of their data.

We will not share your data with anyone else

How to ask questions?

If you have any questions, comments or concerns about any aspect to this notice or how we handle your data please contact Jenny at folkyjenny@gmail.com, 2 Rokesly Avenue, London N8 8NR

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