



Privacy Policy

Tiny Toes Music & Teeny Tiny Toes Music

Updated: 20th March 2021

Business Name: Tiny Toes Music

Contact details: E: nicola@tinytoesmusic.co.uk Mobile:07725534080

Processing of your personal data

Under the GDPR (General Data Protection Regulation) we control and process any personal information about you electronically using the following lawful bases:

Our reasons for contacting you will be for your own interest, including but not limited to, informing you of a cancellation of a class or a change in our class timetable, or to inform you of upcoming events that may be of interest. We believe that our communication to you will not be intrusive and you have the option to opt out at any point.

What data do we process?

We keep a record of Parents/Guardians Full Name, your child's name, your mobile phone number or landline number and email address.

How we collect data:

Data is generally collected via the booking website on Happity and/or on a registration form at our public classes. If you contact Tiny Toes Music to enquire about any of our services, we will respond accordingly.

How is the data stored?

Data is stored digitally on a password and anti-virus protected desktop and laptop computer and on a password protected mobile phone. For track and Trace purposes, Names and mobile numbers are recorded on a paper form which is shredded in line with this privacy policy *please see track and trace data collection

How we use your data:

In the event of a class being cancelled, our preferred method of contact to inform our customers is by email.

We may send occasional emails to inform of any additional classes or workshops that are running that may be of interest to you. You can opt out of this at any time. We may occasionally ask for feedback about the services we offer using a site such as Survey Monkey. All communication is direct from Tiny Toes Music and not sent via third party marketing companies.

Data retention period:

We will hold your data for no more than 5 years from the date of registration after which time it will be deleted from our records and any paper copies destroyed (shredded). If you choose to opt out from our correspondence before then, all data will be deleted and hard copies destroyed asap.

Track & Trace data collection In line with Government Guidance during the Covid 19 Pandemic

At the point of booking, we will collect contact information from you for us to be able to contact you should a case of Covid-19 be reported in one of our classes. In line with government guidelines, we will retain your information for 21 days which will begin at the end of the booking period.

After 21 days, your data will be held in line with this Privacy Policy.

Online booking system

Tiny Toes Music uses the website Happity.co.uk to handle all our bookings. If you book via them, you are subject to their Privacy Policy and terms and conditions. These can be found at:

<https://www.happity.co.uk/privacy>

<https://www.happity.co.uk/legal>

Online

Our website, www.tinytoesmusic.co.uk is operated by ourselves at Tiny Toes Music. We do not collect any data from visitors to our website. If you contact us via the website, we will have access to your email address which we use to respond but we do not keep any data unless consent is given.

Bookings & Payment

- All bookings should be made online via our page on Happity <https://www.happity.co.uk/tiny-toes-music>

This is to minimize the handling of cash and congestion at the start/end of classes when attendees would have usually paid. For those that are unable to access the online booking system, a reservation can be made through contacting Nicola and payment can be made via BACs/PayPal or on the day contactless payment. Cash can be used as a last resort. Full payment terms & conditions are available on our website www.tinytoesmusic.co.uk

For the time being, only one adult will be permitted to attend the class with their child(ren) due to the restrictions on numbers.

Hygiene and risk assessment

Please see the full risk assessment for Tiny Toes Music on our website www.tinytoesmusic.co.uk

Consent

If consent has been given in the last 5 years, we will continue to process your data as per the guidelines in this policy. You have the option to opt out at any point by sending us an email or text message requesting so.

Sharing your information: We will not share your information with third parties under any circumstances.

If you would like to exercise your data protection rights or if you are unhappy with how we have handled your personal data, please feel free to contact us by using the details set out at the start of this privacy policy.