



Privacy Policy 2020

Our Privacy Policy conforms with the rules and regulations set in the General Data Protection Regulations of 25 May 2018. Yours and your family privacy is of the upmost importance to us and therefore we take GDPR rules very seriously.

Description of personal data

'Information about a living individual which is capable of identifying that individual'

Type of data

When registering to attend any Sensory Land classes we ask for personal information about both adults and children attending the classes such as name, postcode, email, telephone number. As well as some sensitive data questions for instance about your health, allergies, learning or physical needs. We need to gather this information about you not only your safety, that of others in the class and Sensory Land staff, but also so that the class is tailored to suit the individual needs of each attendee.

Photos

From time to time we may also take photographs of people in class. We will always ask for a written photo consent giving permission for images of children and/or yourself to be used. Photographs taken may be used for promotional and marketing purposes. These are often taken on mobile phone by members of staff.

How data is stored

Your personal information is kept both digitally and physically on paper.

Paper – locked away with 4 points of entry

Digitally – 3 points of entry

Your rights

- At any time you may request to see what data we have stored about you and your family
- You may update and amend this data at any time
- You may request to have your data erased and be removed from our database at any time. You must do this in writing, Sensory Land then has 30 days to respond to your request.

How long data is stored

We will not store your personal data for longer than necessary - 7 years for HMRC Audit (if you ask to be removed we will delete your contact details and sensitive data but will need to keep a record of any financial transactions.

When your child becomes too old for a class we will make every endeavour to stop contacting you about that particular class. Contact details

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