

# PRIVACY POLICY

LAST UPDATED 28/04/2023

Thank you for choosing to be part of The Moon Bear Book Club/ The Moon Bear Yoga Stories. We are committed to protecting your personal information and your right to privacy. If you have any questions or concerns about this privacy notice, or our practices with regards to your personal information, please contact us at [themoonbearbookclub@outlook.com](mailto:themoonbearbookclub@outlook.com).

When you book on to one of our classes we appreciate that you are trusting us with your personal information. Please read the following privacy notice to ensure you are happy with the data we collect, how we use it, how it is stored and what your rights are in protecting your personal information.

## What information do we collect?

**In short: We collect personal information that you provide us.**

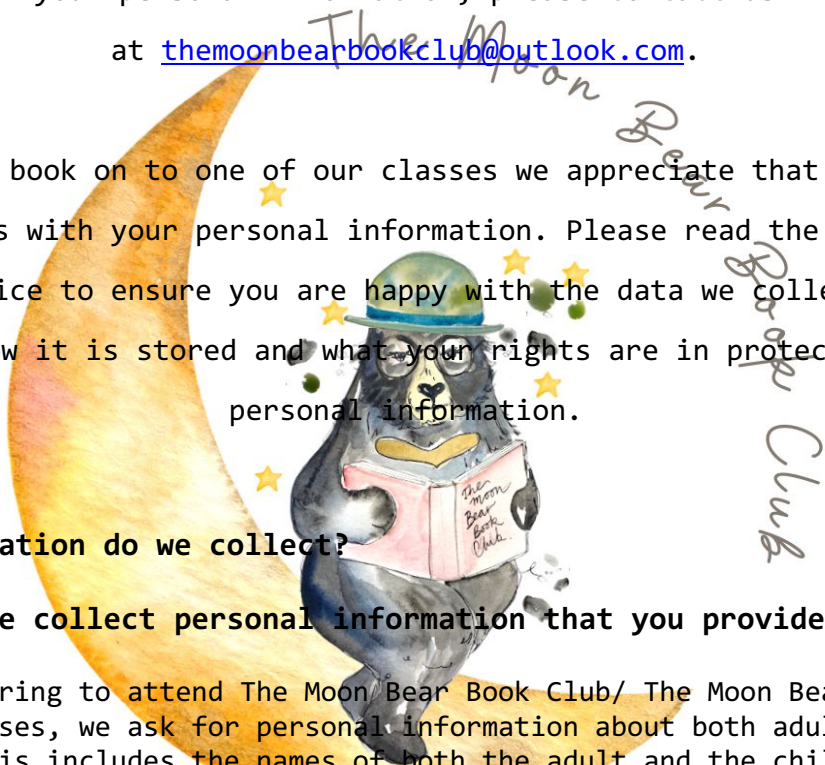
When registering to attend The Moon Bear Book Club/ The Moon Bear Yoga Stories classes, we ask for personal information about both adults and children. This includes the names of both the adult and the child and the adult's email address. We also require sensitive information about your health, allergies, learning and physical needs. This is necessary for your own safety, other attendees and The Moon Bear Book Club/ The Moon Bear Yoga Stories staff. It also allows us to tailor the class to suit individual needs and requirements.

If you choose to follow @themoonbearbookclub instagram or facebook group, please note that your username for these social media accounts will be stored in our 'instagram followers' and/ or 'facebook friends'.

## How do we use your information?

**In short- we process your information based on legitimate business interests, the fulfilment of our contract with you, compliance with our legal obligations and/ or your consent.**

- To manage and fulfill orders



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When booking on to one of our classes, you will enter your information into the Happity.com booking system. Happity.com then processes card payments securely via Stripe.com. Both of their privacy policies are linked below

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

<https://stripe.com/gb/privacy>

- To deliver and facilitate delivery of services to the user

Once you have made a payment and your place is reserved in a class, you will receive an automated email from [themoonbearbookclub@outlook.com](mailto:themoonbearbookclub@outlook.com). This email will include important information about the class including what to expect, what to bring and a reminder about notifying us of any allergies and/or mobility needs for you or your child. You may also receive an additional email if you are required to bring any extra resources to the class.

During the class, a register of **first names only** will be used by the class leader to check attendance.

- To respond to user inquiries/ offer support to users

We may use your information to respond to your inquiries and solve any potential issues you might have with the use of our services.

- To send you marketing and promotional communications

From time to time, you may receive emails updating you on term dates or any other events The Moon Bear Book Club/ The Moon Bear Yoga Stories feel you may be interested in. At any time you have the right to request these emails to stop. Please email [themoonbearbookclub@outlook.com](mailto:themoonbearbookclub@outlook.com) and you will no longer receive update emails.

If you choose to follow @themoonbearbookclub instagram or facebook group please note that your username for these social media accounts will be stored in our 'instagram followers' or 'facebook friends'. If you provide written consent you may be tagged in posts and have photos shared with the rest of the followers/ friends.

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**Will your information be shared with anyone?**

**In short- We only share information with your consent, to comply with laws, to provide you with services and to protect your rights.**

- Consent- We may process your data if you have given us specific consent to your personal information for a specific purpose.
- Legitimate interests- We may process your data when it is reasonably necessary to achieve our legitimate business interests.

- Performance of a Contract- Where we have entered into a Contract with you, we may process your personal information to fulfil the terms of our Contract.
- Legal obligations- We may disclose your information where we are legally required to do so.

**How long do we keep your information?**

**In short- we keep your information for as long as necessary to fulfil the purposes outlined in this privacy notice unless otherwise required by law.**

If you request 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.

**How do we keep your information safe?**

Your information will be stored electronically and is password protected. A paper register with first names only will be used during the class and then destroyed at the end of each session.

**What are 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, The Moon Bear Book Club/The Moon Bear Yoga Stories then has 30 days to respond to your request.

**Photos**

From time to time we may also take photographs of class attendees. We will always ask for 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 a mobile phone by members of staff.

**Do we make updates to this policy?**

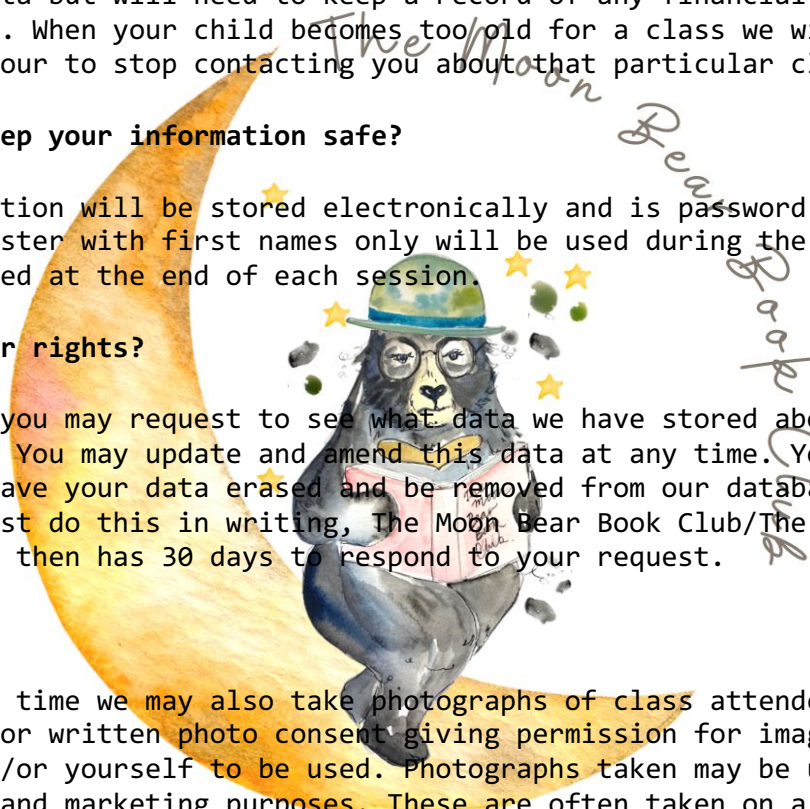
Yes, we will update this policy to stay compliant with relevant laws.

**CONTACT DETAILS**

Name: Sophie Ross

Email: [themoonbearbookclub@outlook.com](mailto:themoonbearbookclub@outlook.com)

Telephone number: 07837484464



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