

## **BROOD Privacy Policy**

### **Your Data**

To book onto our classes we need to know who you are and how to contact you. We also need to know the age of your child(ren) to make sure the class is appropriate. We will hold details of your name, address, contact details, name and age of your child(ren) and details of the classes and events you have attended. Finally, when you are paying, the payment provider needs to know your details to verify the card (this information is not retained by us).

### **Your rights**

- At any time you may request to see what data we have stored about you and your family
- You can withdraw your consent at any time. Email us with your request and we have 30 days to respond.
- If you wish a copy of all information held, please also email us.

### **How long do we keep hold of your information**

We retain your information for the minimum period possible for business or legal reasons. For legal reasons this is often set at a minimum of 6 years. (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).

### **Photos**

We may take photos in class to be used for promotional purposes. We will always ask for written consent if we wish to use a photo of your child.

### **Opting in to communications**

When booking for the first time we would prefer you opt-in so that we can tell you about any offers or when rebooking time comes around. When your child becomes too old for a class we will make every endeavour to stop contacting you about that particular class.