



## **Artisan Village Privacy Policy**

This privacy policy sets out details of the information we collect, hold and store about you on our website and how we use of that information.

We are registered with ICO and follow the General Data Protection Regulations ('GDPR'), May 2018. Our Data Protection Officer is Kate Stevens.

### **Through our website, we collect, store and use personal information that you submit including;**

- 1) **Register Your Interest Form;** this is a request from you as a parent, to visit Artisan Village. The data you submit is about you and your child/children and may include but is not limited to; your name, postcode, phone number, email address, name of child, their date of birth. This information is used to tailor your visit and for security and ID purposes at the time of the visit.

### **We may use your information;**

- 1) to contact you to arrange a visit Artisan Village
- 2) to update you with Artisan Village news (marketing purposes)

We will store this information for up to 12 months after which it will be permanently erased.

### **Your personal data will not be erased should;**

You choose to join the Waiting List, following on from registering your interest and visiting Artisan Village. This is because we will store and use your information to try to secure a place for your child at Artisan Village. If we cannot secure a place, we will ask you on email at that point if you would like to remain on the Waiting List. Further information will be provided to at that point.

### **Your rights;**

You can amend, rectify, erase, object or restrict us from processing your personal information, at any point.

You may opt out of receiving any communication with us at any point.

You may email us here, stating your right.

We aim to respond within 1 month.

We are committed to keeping all information given by you as secure as possible. Your personal information is only used by us (Artisan Kidz Ltd) & KidsClub HQ booking software; we do not share information with any other third parties; we will not transfer your personal information outside the EEA.

### **Website analytics**

Our website uses Google Analytics, a service which transmits website traffic data to Google servers in the United States. Google Analytics does not identify individual users or associate your IP address with any other data held by Google. We use reports provided by Google Analytics to help us understand website traffic and webpage usage. By using this website, you consent to the processing of data about you by Google in the manner described in Google's Privacy Policy – external site and



for the purposes set out above. You can opt out of Google Analytics if you disable or refuse the cookie, disable JavaScript, or use the optout service provided by Google – external site.

### **Retention**

Personal information provided for the purposes of booking to attend an event will be deleted within eight weeks of the event.

If you have opted in to receive further information about upcoming events we will retain data about you in accordance with our Events E-Newsletter Privacy Policy.

### **Access to your information and correction**

You have the right to request a copy of the information that we hold about you. If you would like a copy of this information, please contact us.

We want to make sure that your information is accurate and up to date. You may also ask us to correct or remove any inaccurate information.

### **Changes to this privacy policy**

We keep this privacy policy under regular review and we will post any updates on this webpage. This privacy policy was last updated on **30/04/2019**

### **How to contact us**

Please contact us if you have any questions about our privacy policy or information we hold about you.

Any questions? Please contact the Data Protection Officer:

**Kate Stevens**

**0208 291 7894**