

## **Little Swim Company LLP Privacy Policy**

When you contact Little Swim Co LLP, by email and/or telephone, we will collect and process personal information about you. We understand the importance of looking after the Personal Information that you provide and this notice sets out what Personal Information we collect, why we need to collect it, how we will use it and how long we will store it for.

By providing us with your contact information, you are agreeing to be contacted by us, with any information relevant to your child's swimming lesson.

### **How we will use your personal information**

We will only use your Personal Information to help us to effectively plan and execute our swimming lesson timetable.

### **What personal information do we collect and why**

We require clients to provide us with up to date contact details (email and telephone), so we can send out rebooking information and invoices, and any other relevant information regarding your child's swimming lessons. We also need to be able to contact you in the event of a pool emergency e.g. lesson cancellation.

### **Data retention**

We will keep your Personal Information for as long as you are a client of Little Swim Co LLP, and thereafter for as long as any legal claim may be made against Little Swim Co LLP, and for as long as is required to comply with our legal and regulatory requirements including the HMRC and ASA.

If you request for your personal information to be deleted from our database, whilst your child is swimming with us, we will not be able to rebook your child for the subsequent term and we will not be able to contact you in the case of a lesson cancellation, or with any other relevant information.

### **Sharing your information**

We are required to share your Personal Information in certain circumstances. In these cases we will only share the data necessary for the purpose and it will only be in relation to the specified purpose. Each third party is required to have in place comparable data security measures and to be fully compliant with the terms of the General Data Protection Regulations.

### **Who do we share information with and why**

#### **Payment service providers**

So that we can process payments for your child's swimming lessons and issue refunds.

#### **Email providers**

So that we can communicate with you about your child's swimming lessons, send rebooking information and invoices and other relevant information.

#### **Teacher's Registers**

We need to provide class lists to include your name, your child's name and your mobile telephone number (in case of emergency) on our teaching Registers. Teachers are required to return their Registers to Little Swim Co LLP at the end of each term, and they are then stored to comply with statutory regulations.

The information you provide is for the sole use of Little Swim Company and will never be passed on to a third party for marketing purposes.

### **Keeping your data secure**

We take your privacy seriously and we have in place security measures and policies to prevent personal data from being lost, used or accessed. We limit access to your Personal Information to those who have a genuine need to know it. We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

If you wish to discuss any matter relating to your personal data, please contact Little Swim Co LLP at [hello@littleswimcompany.co.uk](mailto:hello@littleswimcompany.co.uk)

### Your rights

You can find more information about your rights at:

<https://ico.org.uk/for-the-public/>