

PRIVACY POLICY

Version 1.0 - Last updated 21/05/2018

The privacy of our website users is important to us and we take care to safeguard it. This policy explains how we use such personal information as we may hold about you.

IMPORTANT INFORMATION

Queries

If you have any queries concerning your personal information or any questions on our use of your information, please contact us at info@edinburghparentcentre.com

Changes

Our privacy policy is regularly reviewed to make sure that we continue to serve your privacy interests. We reserve the right to modify or otherwise update this privacy policy and these changes will be posted on our website. We encourage you to visit this page from time to time to ensure that you are aware of any changes we may have made.

Other important legal information

For information about using this website, and for further information about purchasing goods, places on our courses or other services from us, please also read our Terms and Conditions on our website.

WHO WE ARE

Us

In this Privacy Policy references to "**we**", "**our**" and "**us**" are to Frances Byatt-Smith, trading as 'Edinburgh Parent Centre'.

WHAT INFORMATION WE COLLECT AND HOW

Information volunteered by you

The information we collect via this website may include any personal details you type in and submit (such as your name, address, email address, etc.) and the contents of any correspondence you send to us.

We keep your email address for our Newsletters that you have signed up for and for answering your queries about courses and workshops and sending invoices and receipts

If you apply for any of our goods, places on our courses or other services, we may also obtain information about you from third parties which you agree we may contact.

IP addresses

The information we collect via this website may also include your IP address (this is your computer's individual identification number that is assigned to your computer when connected to the Internet) which is automatically logged by our web server. This information is collected by our website host in the United Kingdom.

Cookies

In order to save you re-entering information, this website collects data which allows us to recognise you, your preferences and how you use this website. This information is collected by 'session cookies' and 'persistent cookies'. Cookies are small strings of data stored in your device's temporary memory when you navigate around our website. Session cookies are deleted when you close your browser but persistent cookies are not. Our cookies do not store your email address or other personal information.

WHAT WE DO WITH YOUR INFORMATION

Compliance

Any personal information we collect from this website will be used in accordance with the Data Protection Act 1998, General Data Protection Regulation (GDPR) 25th May 2018 and other applicable laws.

Keeping you informed

You do not have to give us any personal information in order to use most of this website. However, any information which you choose to give us via this website may be used by us for marketing our goods, places on our courses, our other services and events.

Occasionally we may send you information from time to time which we believe may be of interest to you, such as details of our products, courses or other services; news updates; and invitations to our events.

Statistical analysis

The IP addresses logged by our website server may be used by us to perform technical diagnosis of our website's performance on a statistical basis and to analyse traffic data (so as to gauge interest in our website).

We will not pass your information to anyone outside Edinburgh Parent Centre other than for the purposes described above, unless:

- we have your permission;
- we have to do so or are allowed to do so by law;
- our interests mean we must give the information (for example, to prevent fraud.)

YOUR RIGHTS

Update/Delete Data

You can ask us to update or remove your personal information by emailing info@edinburghparentcentre.com or by writing to us at our Edinburgh Address, as noted on our contact page.

Access to Data

You also have the right to request a copy of certain personal information we hold about you. To do this, simply write to us at *The Edinburgh Parent Centre, 28 Kirk Brae, Edinburgh EH16 6HH*, enclosing a cheque for £10 payable to 'Frances Byatt-Smith' to cover our administration costs.

Direct marketing

Occasionally, we may want to tell you about Edinburgh Parent Centre courses, products and events which may be of interest to you. You have a right to stop us contacting you for this purpose. You may email info@edinburghparentcentre.com or write to us at *The Edinburgh Parent Centre, 28 Kirk Brae, Edinburgh EH16 6HH* at any time in the future if you want us to stop. However, choosing not to receive this information from us will mean that you may not receive details about any of our special offers and promotions.

Rejecting cookies

For information about cookies (including how to set your browser to reject cookies) please visit the website set up by the Interactive Advertising Bureau (Europe) at <http://www.allaboutcookies.org>.

Updating & correcting

Data Protection legislation states that we must ensure that personal data held by us is accurate and up to date. You can help by informing us whenever your circumstances change.

You can ask us to update or delete incorrect personal information about you by emailing info@edinburghparentcentre.com or by writing to *The Edinburgh Parent Centre, 28 Kirk Brae, Edinburgh EH16 6HH*.

More information

Detailed information about your rights under UK Data Protection legislation can be found on the website of the United Kingdom Information Commissioner, which is (as at the date of this privacy policy) <http://www.ico.gov.uk>. The telephone number of the Information Commissioner's Office is 01625 545 700 (or (44) 1625 545 700 if phoning from outside the United Kingdom.)