

Bop Tots

Policies

Data Protection

Declaration

All information held on file relating to the parent/carers and children of Bop Tots classes will not be used for any other purpose other than for contacting you regarding Bop Tots. This Data Protection Policy can be viewed during booking, at www.boptots.co.uk/documents or during class.

Obtainment

Bop Tots will store information submitted via the online booking system (Bookwhen.com) and via direct contact/enquiries made by email/Facebook messenger/face to face events. Information will only be stored once consent has been given via the booking/enquiry form or via written confirmation.

Storage

All personal information will be stored securely by Bop Tots Founder/Class Leader - Karen Sidell. Digital information will only be accessed from a password protected laptop or passcode smart phone.

All hard copies of information will be kept securely in a locked cabinet or will remain with the Bop Tots Leader during classes and in transit.

A copy of all information relating to yourself and child can be requested via karen@boptots.co.uk and you can unsubscribe from any mailing lists or request to have your information removed completely at anytime.

Your details will remain on file for the duration you attend Bop Tots classes and for 1 year after unless a request for removal has been submitted.

Usage

Details stored for use by Bop Tots will be used for class booking & registration & contact via email regarding class information. You will only receive emails regarding news & offers if you have agreed during booking. Bop Tots booking system is managed by Bookwhen.com and card payments by Stripe and SumUp.