

Bop Tots

Policies

Privacy

This policy explains our privacy and information practices in relation to Bop Tots services, describing the types of information collected, how that information is used and disclosed, and how you can access, modify, or delete your information.

Our website address is: <https://www.boptots.co.uk>.

What personal data we collect and why we collect it

Bop Tots will collect and store information submitted via the online booking system (Bookwhen.com), via the contact forms on our website (www.boptots.co.uk) and via direct contact/enquiries made by email/facebook messenger/face to face events.

The information collected in relation to classes will only be used for the purposes of:

- Child Attendee class registers. (children's information will only be used by Bop Tots for bookings & class registers)
- Contact by email regarding class information.
- Phone numbers supplied will only be used in the event of short notice class cancellations and regarding any booking queries.
- The information collected in relation to parties will only be used for the purposes of:

Contact by phone or email regarding your event

The information collected in relation to direct enquiries will only be used for the purposes of:

- Contact in relation to the enquiry
- With expressed consent to receive news and offers by email, using your preferred email address.

Marketing – News & Offers

If you have opted in to receive news and offers at booking or by subscribing to the mailing list via the website, Bop Tots will use the email address supplied at booking to email you in regards to new services,

discounts & offers, class timetables/booking & new articles relating to parenting.

Sensitive Information

Bop Tots will request you to provide information regarding attendee's (children's & adults) medical conditions and allergies. This information is necessary to allow Bop Tots to adapt activities in classes/parties to ensure no attendee is excluded. By providing us with information relating to medical conditions/allergies you confirm your consent for us to keep this on file.

Cookies

Bop Tots website (www.boptots.co.uk) as most of the online services, uses cookies first-party and third-party cookies for a number of purposes. The first-party cookies are mostly necessary for the website to function the right way, and they do not collect any of your personally identifiable data. The third-party cookies used on our websites are used mainly for understanding how the website performs, how you interact with our website, keeping our services secure, providing advertisements that are relevant to you, and all in all providing you with a better and improved user experience and help speed up your future interactions with our website. you can opt-out if you wish using the tab at the bottom of the page. You can read more about why we use cookies on our Cookie Policy page

What third parties we receive data from

Bop Tots uses third parties to process your information for the following:

- Online Booking by BookWhen (www.bookwhen.com)

- Card Payments by Stripe & Sum Up (www.stripe.com)
(www.sumup.co.uk)

- Marketing Platform by MailChimp & Mailerlite (www.mailchimp.com)
(www.mailerlite.com)

Who we share your data with

All information held on file relating to the customers of Bop Tots and attendees of classes will be used solely by Bop Tots. In order to complete online booking, process card payments and complete marketing campaigns Bop Tots may share your information with the following third parties to complete the relevant task on our behalf.

- Online Booking System by BookWhen (www.bookwhen.com)

Card Payments by Stripe & Sum Up (www.stripe.com) (www.sumup.co.uk)

- Marketing Platform by MailChimp & Mailerlite (www.mailchimp.com) (www.mailerlite.com)

Embedded content from other websites

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

How we protect your data

All personal information will be stored securely by Bop Tots Owner/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.

How long we retain your data

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

What rights you have over your data

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 any time. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

Photo Permission/Usage

During Booking you be asked if you give permission to take photos/videos of yourself & child(ren) to use at our discretion in our printed & online publicity? For example promotional flyers, social media and website. If you

consent to any photo's taken to be used for the above purpose – Bop Tots will ensure that only the image is used and there will be no names, ages or any other identifiable information of the subject shown with the image. As with all other personal information help by Bop Tots you may request to view any images we have on file and have them removed at any point.

What data breach procedures we have in place

In the event of a data breach Bop Tots will contact and inform all parties affected with the information which has been breached and if possible how. If required Bop Tots will also inform the relevant supervisory authorities about the breach.

Bop Tots Contact information
Bop Tots

1 The Fields, Hingham, NR9 4JG

07510024273

Karen@boptots.co.uk

This Privacy Policy can be viewed during booking, at www.boptots.co.uk or during classes/parties

This Privacy Policy was updated on 31st August 2019