



[HempsteadPlaygroup.co.uk](http://HempsteadPlaygroup.co.uk)

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## PRIVACY POLICY

At Hempstead Pavilion Playgroup we are pleased to provide information about our privacy policy. Please be assured that we use our best efforts to protect the privacy of our clients.

### **TYPES OF INFORMATION WE COLLECT AND HOW IT IS USED**

Hempstead Pavilion Playgroup only gather personal information, such as first and last names, addresses and email addresses and social media profile names, when voluntarily submitted by you. For example, personal information may be collected from you when you contact us and in communications between us. This information is stored securely and is only used for the purposes of the service we provide you.

### **SHARING OF PERSONAL INFORMATION**

Hempstead Pavilion Playgroup will only share personal information with others as part of our service to you. Those others are either partners who perform a function or are agencies and suppliers whom we have retained to assist us to fulfil our works more effectively, provide technical assistance and support, and perform other functions to support our service to you.

All selected companies/persons may have access to personal information if needed to perform such functions but will only be permitted by us to use such personal information for performing that function (which may include one to which you have expressly given your consent) and not for any other purpose. In all cases, any use of your personal information by any such party which use has been instigated by us (as opposed, for example, to a promotional partner), will comply with this policy and with data protection legislation.

We reserve the right to use or disclose any information as needed to satisfy any law, regulation, or legal request, to protect the integrity of the site, to fulfil your requests, or to cooperate in any law enforcement or regulatory investigation. Save for this and as detailed above, we do not sell, transfer, or disclose personal information we have collected from you in connection with our service, to third parties.

We may offer links to sites that are not operated by us. If you visit one of these linked sites, you should review their privacy and other policies. We are not responsible for the policies and practices of other companies.

We may transfer the data that we collect from you to a destination outside the European Economic Area ("EEA"), for example, using a secure cloud service. By submitting your personal data to us, you agree to this transfer, storing or processing.

### **CHANGES TO OUR PRIVACY POLICY**

From time to time it may be necessary for us to change this privacy policy, so please review via the website periodically. Rest assured, however, that any changes will not be retrospectively applied and will not alter how we handle previously collected information.

### **HOW TO CONTACT US**

You are in control of all personal information you provide to us. If at any time you have any questions about our Privacy Policy, you would like to correct the personal information we have about you, or if you would like to change your preferences for contact from us, you can let us know by contacting us via email at [hempstead,pavilion@outlook.com](mailto:hempstead,pavilion@outlook.com).

In order to review any personal information we have about you, to ask us to delete that information, or to stop further use of the information, please contact us via email at [hempstead,pavilion@outlook.com](mailto:hempstead,pavilion@outlook.com).