



## **Privacy Policy**

### **What information do we collect?**

We collect information about You and Your Child from the booking form you complete. Data is collected and used for the sole purpose of delivering safe and effective swimming lessons. This includes your contact details (so that we may contact you only in relation to swimming lessons), your child's name, date of birth and any specific needs.

### **What do we use your information for?**

The information is used to ensure your child is provided with a safe and effective swimming lesson. We also use your data to process receipts and to contact you about the swimming lessons you have booked. Relevant information is given to your child's swimming teacher, but information is not disclosed to any outside parties. Our website\* does not collect personal information; we only use the information from the booking form you completed when joining. By signing the booking and any subsequent reenrolment forms, you consent to your data being used in an appropriate way as stated above.

### **How do we protect your information?**

Staff store data given to them in a safe place and do not share it with others. Data is password protected when stored on a computer, and hard copies are stored in a safe and secure place. Data is not stored for longer than needed, so once you leave the Swim School, your data will be destroyed within a maximum of two years. We will ask you to update/reconfirm the accuracy of the information provided to us yearly (or when necessary).

This policy is effective from 25th May 2018 and complies with the GDPR introduced in 2018. It will be updated regularly to ensure it is relevant and that we are protecting your data in the most effective way possible. If you wish to contact us about the policy please do so using the contact details given on the 'contact us' page of our website\*.

\*Website address: [www.brooksswimschool.co.uk](http://www.brooksswimschool.co.uk)

*Updated: December 2019*

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