



## **Privacy Policy**

This policy is effective from 25th May 2018 and complies with GDPR introduced in 2018. It is reviewed regularly and updated if appropriate 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. ([www.brooksswimschool.co.uk](http://www.brooksswimschool.co.uk))

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

We collect information about you and your child from the booking form you complete. 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 of your child.

### **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. 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 form, 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?**

Data is password protected when stored on a computer, and hard copies are stored in a safe and secure place. Team members store data given to them in a secure place and do not share it with others.

We will ask you to update or reconfirm the accuracy of the information provided to us yearly (or when necessary). Data is not stored for longer than needed; once your child has stopped attending lessons, your data will be destroyed within a maximum of two years.

*Updated: September 2021*

*Review Date: August 2022*