

Privacy Notice

This privacy policy sets out how Kidbrooke Learning Centre Ltd uses and protects any information that you give Kidbrooke Learning Centre Ltd.

Kidbrooke Learning Centre Ltd is committed to ensuring that your privacy is protected. You can be assured that if we ask you to provide certain information by which you can be identified it will only be used in accordance with this privacy statement. KLC uses and processes child information in compliance with Regulation (EU) 2016/679 (General Data Protection Regulation), referred to throughout this statement as the GDPR.

Kidbrooke Learning Centre Ltd may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 27th April 2018.

What information we collect and hold

Registration and student details: This includes details such as Parent(s)/Guardian(s) name, email address, address, telephone number, child's name, child's school year and child's educational background.

Details (for Tutors): Name, telephone number, email address and details of relevant teaching / tutoring experience.

Why we collect and use this information

We use the data:

- to support child learning, monitor and report progress;
- to provide appropriate care and guidance;
- to assess the quality of our services;
- to comply with the law regarding data sharing;
- We may periodically send promotional emails about new service, special offers or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone or mail. We may use the information to customise the website according to your interests.

We collect and use information under Article 6 and Article 9 of the GDPR

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at info@kidbrookelc.com

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

Requesting access to your personal data

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the **Data Protection Officer (DPO)** info@kidbrookelc.com

You Also Have the Right To:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can [contact the Information Commissioner's Office](#)