



EARLY YEARS OUTDOOR LEARNING PRIVACY POLICY

Introduction

The General Data Protection Regulation (GDPR) came into effect on May 25th 2018, detailing how personal data can be used and stored.

This policy outlines how Early Years Outdoor Learning gathers and uses your personal information.

This policy details the following:

- The type of data collected
- How the data is used
- How data is stored

Please read this policy carefully and contact me directly should you require any further information.

What data is collected?

The following may be collected:

- Name
- Address
- Email / postal address
- Photos
- Financial information

Data is used for the following purposes:

- Marketing – to offer promotions, training and other services to the early years sector
- Anonimised photos may be used on the website
- Invoicing and payment for services

How is the data stored and who has access?

- All reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal data is undertaken.

How long is the data kept?

- Email addresses for those who have subscribed to the mailing list will be kept on file until such time individuals unsubscribe
- Bank details for commissioned services will be kept only as long as reasonably needed for tax purposes

Who is the data shared with?

- Data is for use of Early Years Outdoor Learning only and is NOT shared with third parties for marketing purposes
- Early Years Outdoor Learning uses Mail Chimp (an email marketing tool) to distribute emails for marketing purposes. You can view their privacy policy [here](https://mailchimp.com/help/about-mailchimp-the-eu-swiss-privacy-shield-and-the-gdpr/)

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Website

My website *www.earlyyearsoutdoorlearning.com* may contain links to other organisations over which I have no control. Once you leave my site it is your responsibility to ensure that other sites visited are GDPR compliant.

Policy effective from : May 25th 2018