



## **Terms of Use & Privacy Notice – Bookings placed on Kids Club HQ**

At Little Big Learners we collect the following information for bookings:

- Personal information (name, address, DOB, medical details etc.)
- Contact Information (Emergency contacts, doctor details etc.)
- Attendance records
- Incident records
- Child development records

Why we collect this information for bookings:

- To support the children with the activities we provide
- To keep the children in our care safe
- To monitor attendance
- To help support the development of children in our care
- To comply with the law on data sharing

Who would we share this booking information with:

- Staff will have access to the data to support everyday running of LBL
- Ofsted
- Local authority
- School/playschool that Little Big Learners work alongside

How we will keep this booking information safe and up to date:

- KIDS CLUB HQ data protection
- Online devices containing content are locked away securely
- Access to the premises is controlled
- Information is only shared with the above authorities

How parents/carers can keep this information safe and up to date:

- Regularly check and update the information held on KIDS CLUB HQ
- Log out of KIDS CLUB HQ when not in use
- Restrict access to KIDS CLUB HQ and keep passwords secure
- Have a strong password for accessing KIDS CLUB HQ

By placing bookings on KIDS CLUB HQ you agree to our Privacy Notice and give your consent for us to collect and process personal data to support the everyday running of Little Big Learners.

## **Terms of Use & Privacy Notice – Data collected on our Website**

We also collect data via our website through customers subscribing to our newsletters and contacting us through our messaging service. The website uses cookies. These are the cookies that are used on our website.

<b>Cookie name</b>	<b>Life span</b>	<b>Purpose</b>
svSession	Permanent	Creates activities and BI
Hs	Session	Security
incap_ses_\${Proxy-ID}_\${Site-ID}	Session	Security
incap_visid_\${Proxy-ID}_\${Site-ID}	Session	Security
nlbi_{ID}	Persistent cookie	Security
XSRF-TOKEN	Persistent cookie	Security
smSession	Two weeks	Identify logged in site members

For more information on how your information is stored and used via website subscription please view the Wix privacy notice: <https://www.wix.com/about/privacy>

By subscribing up to our website or contacting us through the website you are providing implied consent for us to keep you up to date with Little Big Learners newsletters. To unsubscribe you can do so by clicking on the link provided in any newsletters that you receive from us.

From the 25<sup>th</sup> May 2018 all site visitors have the right to request access to the details stored by Wix about them and all visitors have the right to be forgotten. This can be processed upon request.