

# PRIVACY POLICY

## GDPR COMPLIANCE

We are committed to safeguarding the privacy of our customers and website visitors. This policy sets out how we will treat your personal information.

### **(1) What is the Lawful basis for the collection of data?**

The Basis of the collection and storage of our customer's data is taken from the ICO guidelines for GDPR and [can be found here on the ICO website](#):

**Legitimate interests:** the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

The purpose of the collection of your data: When attending our activities at the REIKI the PEOPLE, parents provide us with information in order for us to communicate with them about our activities and in order for us to safeguard the wellbeing of their children properly.

### **(2) What is the condition for the collection of Special Category Data?**

We request that parents provide us with any additional information about their children such as medical and special needs, and this would be classed as Special Category Data by the ICO. The reason we need this information is to enable us to provide appropriate care for the children whilst they are attending our activities.

The Basis of the collection and storage of our customer's Special Category Data is taken from the ICO guidelines for GDPR and [can be found ICO website here](#).

The conditions for processing and storage of Special Category Data are:

(a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may

not be lifted by the data subject;

### **(3) What information do we collect?**

We may collect, store and use the following kinds of personal data:

- a) information that you provide to us for the purpose of registering with us, including your name, address, contact number, email address, your children's names and their DOB, and any additional information about them that we need in order to safeguard their well-being whilst in our care;
- b) any other information that you choose to send to us;

### **(4) How long do we keep data?**

We keep data for at least 2 years after you have attended our activities, this is in line with our Safeguarding Policy.

### **(5) Cookies**

A cookie consists of information sent by a web server to a web browser, and stored by the browser. The information is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser.

We may use both "session" cookies and "persistent" cookies on the website. We will use the session cookies to: keep track of you whilst you navigate the website; we will use the persistent cookies to: enable our website to recognise you when you visit

Most browsers allow you to refuse to accept cookies. (For example, in Internet Explorer you can refuse all cookies by clicking "Tools", "Internet Options", "Privacy", and selecting "Block all cookies" using the sliding selector.) This will, however, have a negative impact upon the usability of many websites, including this one

### **(6) Using your personal data**

Personal data submitted on this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.

We may use your personal information to properly provide the services we provide and contact you in the event this is necessary together with

- (e) send statements and invoices to you, and collect payments from you;
- (f) send you general (non-marketing) commercial communications;
- (h) send to you our newsletter about our activities relating to our business (you can inform us at any time if you no longer require marketing communications);

## **(7) Other disclosures**

In addition to the disclosures reasonably necessary for the purposes identified elsewhere in this privacy policy, we may disclose information about you:

- (a) to the extent that we are required to do so by law;
- (b) in connection with any legal proceedings or prospective legal proceedings;
- (c) in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk);
- (d) to the purchaser (or prospective purchaser) of any business or asset which we are (or are contemplating) selling.

Except as provided in this privacy policy, we will not provide your information to third parties.

## **(8) Security of your personal data**

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

Of course, data transmission over the Internet is inherently insecure, and we cannot guarantee the security of data sent over the Internet.

## **(9) Policy amendments**

We regularly review this privacy policy and any updates will be posted to our website. You should check this page occasionally to ensure you are happy with any changes.

We may also notify you of changes to our privacy policy by email. If we plan to use personal data for a new purpose, we update our privacy information and communicate the changes to individuals before starting any new processing.

## **(10) Your rights**

You may instruct us to provide you with any personal information we hold about you.

You may instruct us not to process your personal data by email at any time. (In practice, you will expressly agree in advance to our use of your personal data as mentioned in our Privacy Policy, or we will provide you with an opportunity to opt-out of the use of your personal data for us to send you our Newsletter about the activities which you have registered with us for.)

As a customer you have the right to lodge a complaint with a supervisory authority, the ICO.

## **(11) Third party websites**

The website may from time to time contain links to other websites. We are not responsible for the privacy policies or practices of third party websites.

## **(12) Updating information**

Please let us know if the personal information which we hold about you needs to be corrected or updated by contacting [info@reikithepeople.com](mailto:info@reikithepeople.com)

## **(13) Contact**

If you have any questions about this privacy policy or our treatment of your personal data, please write to our Data Officer by email to [info@reikithepeople.com](mailto:info@reikithepeople.com)