



Privacy Policy

Our Privacy Policy statement

Your privacy is important to MILLENNIUM MINNOWS and we confirm that we will never release your personal details to any third party for any mailing or marketing purposes. Any details which we collect, hold or use will be done so in accordance with the General Data Protection Regulation (GDPR), and only for the safe and effective running of a program of swimming lessons.

This privacy policy will explain how we use and protect your personal data.

Data protection principles

GDPR requires that personal data shall be:

- Processed lawfully, fairly and in a transparent manner.
- Collected for specified, explicit and legitimate purposes only.
- Adequate, relevant and necessary.
- Accurate and kept up to date.
- Kept no longer than is necessary.
- Processed and stored in a secure and confidential manner.

What data we collect and why

We collect information in order to communicate with you, such as your name, address and contact details. We also collect information about swimmers, such as name, date of birth and any specific medical conditions you tell us about that are relevant and necessary to the provision of safe and effective swimming lessons. We also record each child's progress and achievement termly. We ask which school your child attends so we know where our clients come from and to help us with tailoring our services.

How we keep your data safe, and comply with Data Protection Regulation (GDPR)

MILLENNIUM MINNOW SWIM SCHOOL pledges to ensure that:

- All records that contain personal data are relevant and limited to what is necessary for communications with you, and the safe and effective running of a program of swimming lessons for your child.
- All records are kept centrally and securely.
- Access to your data is limited to Millennium Minnows personnel and only those who need it for legitimate reasons.
- All members of Millennium Minnow Swim School staff have access to this Policy and comply with the principles of the GDPR Act.
- No personal data is discussed or disclosed to anyone outside of Millennium Minnows Swim School unless express permission is given to do so.
- No data is used for the purposes of marketing or passed to any third party businesses.
- Millennium Minnows will take all reasonable steps to ensure that your data is accurate and up to date.

- We will review our retention periods for personal information regularly and only hold information for as long as is necessary for us to do so.
- Millennium Minnows has a deletion policy ensuring that personal data is deleted when no longer needed. When personal data is deleted this will be done safely such that the data is irrecoverable.

How you can help us keep you data accurate and up to date

If you, or your child's details change, or if you think we hold any incorrect or out of date information, please email us at minnowsswimschool@btinternet.com

How you can 'opt-out' or receiving correspondence

You have a choice about whether or not you wish to receive correspondence from us (this would only be relevant and about our swim school lessons). We will not make contact with you unless you have opted in at the time of your initial Booking. *However, please be aware you may miss relevant and important correspondence in relation to re-booking information or cancelled sessions if you decide not to opt in initially, or you decide to opt out whilst your child is still engaged in lessons with us.*

If you do wish to opt out please email us at minnowsswimschool@btinternet.com.

How you can have your data deleted

If you wish to have your personal data safely removed/deleted from our systems, please email us at minnowsswimschool@btinternet.com.

Please note it will not be possible for your child to continue to engage in safe lessons with us without us holding a degree of information about them.

Review of Privacy matters

This policy will be reviewed annually at the start of the academic year, or as necessary if earlier