**Riverside Kindergarten Pre-school**

**Website Privacy Policy**

This  privacy policy explains how we will respect the privacy of you, as a user of our website. It says what information we will gather, how we will use it and how we will keep it secure. We have issued this privacy policy because:

* we collect personal information on our UK website
* to make sure that we comply with General Data Protection Regulation (GDPR)

Riverside Kindergarten Pre-school is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

**What we collect**

We may collect the following information:

* name (s)
* contact information including email address
* demographic information such as postcode, preferences and interests
* other information relevant to our services

**What we do with the information we gather**

We require information to understand your needs and provide you with a better service, and in particular for the following reasons:

* To reply to you following your use of our 'Contact Form'.
* Internal record keeping.
* We may use the information to improve our services.
* We may periodically send you promotional emails using the email address you have provided. This may include, for example, information such as newsletters or announcements which we think you may find interesting or useful.
* From time to time, we may use your contact information to get in touch with you by email, phone, fax or email. This will be to gather information which will be useful to customise our website according to your interests or requirements.

**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 webpage traffic and improve our website in order to tailor it to visitors 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 modify your browser setting to decline cookies if you prefer. Information on how to do this is provided when clicking the 'Learn More' button on the cookie pop up. Changing your cookie settings 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 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:

* By contacting us in person or over the phone where you will be able to speak with us directly about the services you require. This means you will not be obliged to fill out the contact form attached to our website and can tell us about your individual requirements including restricting your personal data.
* Whenever you fill in a form on the website, we will use it to contact you regarding our own services. The information you provide on the form will not be shared or used by anybody outside Riverside Kindergarten Pre-school.
* If you have previously used our contact form but wish us to remove your contact details from our records, you can write to us at The Village Hall, Horton Road, Horton Kirby, Dartford Kent DA4 9AX.

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.

You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please write to us at The Village Hall, Horton Road, Horton Kirby, Dartford Kent DA4 9AX.

If you believe that any information we are holding on you is incorrect or incomplete, please write to us as soon as possible at the above address. We will promptly correct any information found to be incorrect.

**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.

The Website has numerous security measures in place to protect the loss, misuse and alteration of information under our control, such as passwords and firewalls. We cannot, however, guarantee that these measures are, or will remain, adequate. We do, however, take data security very seriously and will use all reasonable endeavours to protect the integrity of the information you provide.

Additionally, our website host is GDPR compliant and has their own security procedures, terms of use and privacy policy in place to ensure your personal data is secure. These can be viewed at [**www.wix.com/about/privacy**](file:///C%3A%5CUsers%5CLucks%5CDesktop%5Cwww.wix.com%5Cabout%5Cprivacy)

Riverside Kindergarten Pre-school may change this policy from time to time by updating this page. You should check this page regularly to ensure that you are happy with any changes.