

Seedlings Bourne Privacy Policy

Our contact details

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E-mail: seedlingsbourne@gmail.com

Website: www.seedlingsbourne.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, such as your name, children's name and age, email address and phone number.
- IP addresses used to connect your computer to the internet.
- Login and password.
- Payment details (including credit card information).
- Comments, feedback and service reviews.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To provide you with information about the upcoming sessions.
- Any other information we believe you need to know about our products and services.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information is **your consent**.

You are able to remove your consent at any time. You can do this by contacting seedlingsbourne@gmail.com

How we store your personal information

Our website is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to sell our products and services to you. Your data may be stored through Wix.com's data storage, database and the general Wix.com applications. They store your data on secure servers behind a firewall.

All direct payment gateways offered by Wix.com and use by our company adhere to the standards set by PCI-DSS as managed by the PCI Security Standards Council, which is a joint effort of brands like Visa, MasterCard, American Express and Discover.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at seedlingsbourne@gmail.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at seedlingsbourne@gmail.com.

You can also complain to the ICO if you are unhappy with how we have used your data.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>