Arty Explorers General Data Protection Regulation Policy (GDPR)

What data does Arty Explorers collect?

When a booking is made via the website, https://artyexplorers.co.uk/ we ask for the following information to process your booking:

Guardian's name

Phone number

Email address

Childs name

We also ask if you or your little one have ….

Any medical conditions

Any food allergies or intolerances and

Permission for taking photographs/videos within the class to use for marketing purposes

This is to ensure that we have the appropriate information with regards to your medical history/dietary needs to ensure that the class is tailored to any specific needs.

How do we collect this data?

This data is supplied to Arty Explorers at the booking stage via Word Press and payment process via Stripe. We receive the details you select at the time of making your booking. Information is then stored on our Word Press account, so that we have your details and can allocate a place for you in class. You will receive an email from us to confirm that your payment has been made.

Why do we collect this data?

We require your details so that we can allocate a place for you and your child in an Arty Explorers class and ensure that we are providing the correct service to you. We also ask for

your phone number and email address, so we can get in touch with you should there be a problem in which we need to get hold of you.

Do we share this data?

Your data is not shared with or sold to any outside individuals.

Using Your Data for Marketing Purposes

Opting In

We require your permission to send any marketing or promotional emails. Customers must subscribe to our mailing list of their own volition, using the 'keeping you up-to-date' opt in field on your booking form in order for us to use the data you supply.

Opting Out

If you subscribe to our mailing list but decide you would like to opt out of receiving further marketing emails you can unsubscribe at any time. There is a link on every one of our newsletters and promotional emails that will allow you to remove yourself from the mailing list. Once you have done so you will no longer receive marketing emails from Arty Explorers unless you choose to resubscribe at a time in the future.

How do we keep your data secure?

Data stored digitally

The information collected during the booking and payment process is stored on our website server and Word Press dashboard. The Arty Explorers website is hosted through Wordpress and they employ the following security measures to ensure all of the data collected is secure;

- WordPress employ full-time security consultants, dedicated to the security of customer information.
- WordPress is Payment Card Industry Data Security Standards (PCI DSS) compliant and is accredited as a level 1 service provider and merchant. This standard helps create a secure environment by increasing cardholder data, thus reducing credit card fraud. They regularly perform internal security audits to maintain our ISO/PCI security certifications.

- WordPress' signup and login services are completed through a secure server (HTTPS/SSL).
- WordPress uses cryptography hash functions to protect information. Password are stored as a hash digest and, in the event of a security breach, original passwords cannot be recovered from our servers.
- WordPress.com is certified under the EU-US Privacy Shield Framework and the Swiss-US privacy Shield Framework as set forth by the U.S. Department of Commerce, regarding the collection, use, and retention of personal information transferred from the European Union and Switzerland to the United States, and therefore adheres to the Privacy Shield Principles.
- WordPress is currently developing the tools to allow the right to access and the right to be forgotten, which will meet GDPR requirements.

Digital class registers are kept on I cloud which includes: your full name, phone number, child's name, photography/video consent, medical and allergy/intolerances and term attendance. These registers are used to supply information for a class (if and when needed) and to track the attendance of classes in that term. The digital register is kept on file for 24 months before being deleted.

- I cloud is designed with multiple layers of protection, including secure data transfer, encryption, network configuration and application-level controls distributed across a scalable, secure infrastructure.
- I cloud users can access files and folders at any time from a number of interfaces, including the desktop, web and mobile clients, or via third-party applications connected to I cloud. Each has security settings and features that process and protect user data whilst ensuring ease of access. All of these clients connect to secure servers to provide access to files, allow file sharing with others and update linked devices when files are added, changed or deleted.

Your customer data will be held for 3 years since your last Arty Explorers booking, after this time your customer data will be deleted.

Devices in our possession that have access to our I cloud account are as follows;

MacBook Air – Password Protected Authentication

I pad Device – Password Protected Authentication

We employ security measures on all devices to ensure data is stored securely.

Requesting a Copy of the Data we hold

The process

You can request a copy of all the data we currently hold on file for you. We are legally required to provide this to you free of charge and within a month of the original request.

Requesting we delete all data we hold

The process

If you want us to delete all information we have on file we are legally required to do so should you request it.

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