 **HOPS Privacy Policy**

**Statement:** We will only use your information in order to process your application. We will not use it to contact you regarding HOPS in future years unless you have agreed we can do so. We will not share this information with any third parties unless required to do so by law or in a medical emergency. Once it is no longer required, we will delete it.

**Full policy:**

When you send your children to HOPS, we receive information about you and any children who attend from you in order to register.

We use this information in order for us to run HOPS and safeguard your child/ren.

The type of information collected includes:

Personal details of you

Personal details of your child

Payment of fees

Medical information

Information about additional needs

In the case of assisted places, information about the benefits you receive

The name of your child’s school

If you have agreed, we use the email address you supplied to contact you regarding HOPS in future years, and to collect feedback from you regarding HOPS. You can opt out of this at any time by emailing to let us know you wish to unsubscribe.

We do not pass your details to any third parties except in the rare event this is necessary due to safeguarding. In the case of an emergency we may need to share details of your child and any medical conditions with the emergency services.

We are required to keep your information, including first aid records, for at least three years and sometimes longer. We keep your information safe and do not share it.

We will process your data in line with the law. We will only collected and hold information about that we need for some reason. We will take appropriate steps to protect your personal data from being used without permission, or illegally, and to safeguard your rights, and we will destroy it once we no longer need it.

You have rights over your information including the right to ask for a copy of all the information we hold about you, with some legal exceptions. If you would like a copy of your information please contact hopsenquiry@yahoo.com.

Signed: Emma Taylor

 

Title: Chair