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## Little Minds learning Centre Privacy Policy

- At Little Minds learning Centre, we are committed to maintaining the trust and confidence of our visitors to our web site. In particular, we want you to know that Little Minds learning Centre is not in the business of selling, renting or trading email lists with other companies and businesses for marketing purposes. In this Privacy Policy, we've provided lots of detailed information on when and why we collect your personal information, how we use it and how we keep it secure....
- 1.0 Data Collection - how & what we collect
- 1.1 Enquiries via the website 'contact' page, by phone, in-bound email or in person will result in personal data being collected - such as name, email address, telephone number and home / business address.
- 1.2 Information relating to an organisation's training or consulting needs may also be collected as part of any project brief.
- 1.3 COOKIES:
  - Like most websites, Little Minds learning Centre uses cookies to collect information. Cookies are small data files which are placed on your computer or other devices (such as smart 'phones or 'tablets') as you browse this website. They are used to 'remember' when your computer or device accesses our website. These can be disabled in your browser settings if you wish to alter your preferences.
- 1.4 Google Analytics:
  - When someone visits [www.littlemindsmalta.com](http://www.littlemindsmalta.com) we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

- 1.5 Mailing Lists:
  - As part of the registration process for our signups, we collect personal information. We use that information for a couple of reasons: to tell you about news and events you've asked us to tell you about; to contact you if we need to obtain or provide additional information; to check our records are right and to check every now and then that you're happy and satisfied. We don't rent or trade email lists with other organisations and businesses.
  - We use a third-party provider, MailChimp, to deliver our newsletter. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our e-newsletter. For more information, please see MailChimp's privacy notice. You can unsubscribe to general mailings at any time of the day or night by clicking the unsubscribe link at the bottom of any of our emails or by emailing us direct and requesting this as part of your data protection.
  
- 2.0 Data Storage: How do we hold data & for how long
  - 2.1 Information is held in electronic format on password protected databases, and or by third party CRM systems, which are legally bound to encrypt all data stored.
  - 2.2 We retain personal information for as long as necessary to provide the services clients have requested, to keep them up-to-date with any offers we believe may be of interest to them, or for other essential purposes such as complying with our legal obligations, resolving disputes, and enforcing our policies.
  - Data will be deleted after it is no longer necessary for us to retain, or immediately upon request in compliance with your data protection.
  
- 3.0 Access to Personal Data:
  - 3.1 Under GDPR regulations, you are entitled to view, amend, or delete the personal information that we hold. Email your request to [hello@littlemindsmalta.com](mailto:hello@littlemindsmalta.com)

