PRIVACY Notice

Rosy Beginnings is required to collect personal data in order to provide an effective and safe service.

When you supply your personal details to Rosy Beginnings via email, phone, a form on our website, or in person this data is stored and processed for 4 reasons (the sections in bold are the relevant terms used in the General Data Protection Regulation):

1. We need to collect personal information about your health in order to provide you with the best possible treatment(s), advice and personalised teaching during classes. When booking one of our classes you will be asked to fill in a booking form/health form; this constitutes a **Contract**. All information gathered by Rosy Beginnings through the online booking process is treated as confidential and will not be shared with a third party. It is securely stored in the Bookwhen online booking system (see their Privacy Statement <https://bookwhen.com/privacy>) and only viewed by Annie Callaghan (teacher and owner of Rosy Beginnings). You may update or correct your account information at any time by logging in to your Bookwhen account.

In providing this information, you are agreeing to your email and phone number being used by Rosy Beginnings to inform you of class changes and service updates directly related to the service you have booked.

2. We are required to collect this information, classified as a "**Legitimate Interest",**because without it we may not be able to provide certain services to you.

It is also important that we can contact you in order to confirm/amend/cancel your appointment(s) with us or to update you on matters related to your care. This again constitutes "**Legitimate Interest",** but this time it is in your legitimate interest.

3. Provided that we have your **Consent**we may, on occasion, send you general health information or information about the services that we offer, via Mailchimp. When you purchase a service from us through Bookwhen you will be asked on your booking form if you give consent to join the Rosy Beginnings mailing list; you may withdraw thisconsent at any time. To do so you can let us know by any convenient method, details can be found on the 'contact' page on our website ([www.rosybeginnings.com](http://www.rosybeginnings.com)).

Emergency contact information is collected solely for use in an emergency to allow Rosy Beginnings to contact your next of kin or give this information to the emergency services. This is the only information that would be shared with a third party, and only in the context of an emergency.

Rosy Beginnings is not responsible for the practices employed by websites linked to, or from, Rosy Beginnings, nor the information or content contained within them. When you use a link to go from Rosy Beginnings to another website, our Privacy Notice is no longer in effect.

4. We have a**Legal Obligation**to retain your records for 7 years after your most recent appointment (or age 25, if this is longer). After this period you can ask us to delete your records, otherwise we may retain your records in order that we can provide you with the best possible care, should you use our services at a future date.

We are committed to ensuring that your personal data is received and stored securely; in physical form it is kept under lock and key and in electronic form it is always password protected. Further to this our website, email and cloud service providers have confirmed that they are also committed to ensuring compliance to the General Data Protection Regulations.

We will never share your data with anyone else without your written consent, unless required by law to do so.

You have the right to see your personal data held by us and you may ask us to correct any factual errors. Provided the legal minimum period has elapsed, you may also ask us to erase your records.

This Privacy Policy will be updated where modifications are deemed necessary, to abide by the rules set out under the General Data Protection Regulation, or where technical changes or advances require additional information or clarity. If you have any questions about this Privacy Notice or the practices of this site please contact Annie Callaghan on rosybeginningscambs@gmail.com or 07857 841566.

If at any time you feel there is an issue with the way Rosy Beginnings handles your data then please contact Annie Callaghan on rosybeginningscambs@gmail.com or 07857 841566. If you are not satisfied with my response, then you have the right to raise the matter with the Information Commissioner’s Office ([www.ico.org.uk](http://www.ico.org.uk)).