

## **PRIVACY STATEMENT**

### **Early Years Alliance**

## **PRIVACY STATEMENT**

This Privacy Statement explains our practices, including your choices, regarding the collection, use and disclosure of certain information, including your personal information, Lewisham Children and Family Centres

### **Data Protection Principles**

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way
2. Collected only for valid purposes that we have clearly explained
3. Relevant to the purposes we have told you about and limited to those purposes
4. Accurate and kept up-to-date
5. Kept only as long as necessary for the purposes we have told you about
6. Kept securely.

Personal data means any information about an individual and from which that person can be identified.

### Collection of information

We receive and store information about you which may include:

-Information you provide to us:

- Your name and email. We collect this information online when you complete a contact form

-Information we collect automatically via the use of cookies for example

- Information about your use of the website
- The requested web page or download with date and time you accessed the website
- The internet address from which you accessed the website
- Details about your device, browser and operating system for support purposes

### **Use of cookies**

In order to do this, we may send cookies to your device. Cookies are text files that let us identify your device, carry out transactions and capture the information above. You can adjust the settings on your device to decline use of cookies by the Early Years Alliance website however this may limit your ability to carry out certain functions of the website. Please contact the supplier of your device for instructions on how to do this.

## **Use of information**

We use your information to provide, administer and improve our services and marketing to you.

## **Consent – Your Choices**

We will only contact your personal email address if we have your consent to do so. All our marketing email communications include clearly visible unsubscribe and opt-out links for changing preferences. You can opt out of communications at any time by emailing [londonandkent@eyalliance.org.uk](mailto:londonandkent@eyalliance.org.uk)

## **Disclosure of information**

Information collected by us will be used by The Early Years Alliance only and not passed to third parties unless you have given consent, except where the product or service is delivered by a third party on our behalf, or we are obliged by law to do so. If those third parties are based outside the EU, we will ensure that their data processing activities are compliant with EU law. We will only keep data for as long as necessary.

## **Retention of information**

We retain your information for as long as required either by UK or EU law and/or as long as we need it to provide you with services or information you have requested or signed up to.

## **Use of the EARLY YEARS ALLIANCE website(s)**

Within our website, we link to other useful organisations' websites that may be of use to you; however we do not endorse the information on these websites and are not responsible for the websites' content. The EARLY YEARS ALLIANCE cannot be held responsible for the privacy of data collected by these sites. You should review their privacy policy before sending them any personal data.

We make every effort to ensure that viruses, malware and other malicious software is excluded from our website, however, we advise that you take appropriate precautions to protect your device. the EARLY YEARS ALLIANCE cannot be held responsible for any consequential damage from malicious software or any other use of our website products or services.

## **Your information and rights**

You have the right to access any information we hold relating to you. You can request access to personal information or details of any transfers to third parties by emailing us at [Lewisham.Secure@eyalliance.org.uk](mailto:Lewisham.Secure@eyalliance.org.uk)

You may also request that we delete personal information that we hold about you.