

Privacy Policy Notice

Paper Moon Nurseries

The policy: This privacy policy notice is for our website; <https://papermoonnurseries.co.uk> and served by Paper Moon Nurseries (company number 4885570), registered at 2 lace Market Square, Nottingham, NG1 1PB and governs the privacy of those who use it.

The purpose of this policy is to explain to you how we control, process, handle and protect your personal information while browsing or using this website, including your rights under current laws and regulations. If you do not agree to the following policy you may wish to cease viewing / using this website.

Policy key definitions:

- "I", "our", "us", or "we" refer to the business, Paper Moon Nurseries
- "you", "the user" refer to the person(s) using this website.
- GDPR means General Data Protection Act.
- PECR means Privacy & Electronic Communications Regulation.
- ICO means Information Commissioner's Office.
- Cookies mean small files stored on a user's computer or device.

Processing of your personal data

We may collect personal data from website users if they complete the following contact forms or send us an email directly.

- GENERIC EMAIL CONTACT FORM
- SPECIFIC NURSERY CONTACT FORM(S)

We will collect the following information from you

- Your name, telephone number and email address
- Your child's name and age
- Your preferred nursery choice(s)
- Your enquiry type
- Any other information supplied by yourself in our free type box

We use this information to help establish the type of enquiry and to establish whether we can offer you and your child our services.

If you decide not to use our services, we will removal all record of your correspondence from our IT systems.

We will never sell your data to any third parties or use your data for marketing purposes.

If, as determined by us, the lawful basis upon which we process your personal information changes, we will notify you about the change and any new lawful basis to be used if required. We shall stop processing your personal information if the lawful basis used is no longer relevant.

Your individual rights

Under the GDPR your rights are as follows. You can read more about your rights by visiting the ICO website – ico.org.uk

- the right to be informed;
- the right of access;
- the right to rectification;
- the right to erasure;
- the right to restrict processing;
- the right to data portability;
- the right to object; and
- the right not to be subject to automated decision-making including profiling.

You also have the right to complain to the ICO [www.ico.org.uk] if you feel there is a problem with the way we are handling your data.

We handle subject access requests in accordance with the GDPR.

Internet cookies

We use cookies on our website to help us establish if our website is effective and offers a good user experience to our visitors. We do this by placing a small text file on your device / computer hard drive to track how you use the website, to record or log whether you have seen particular messages that we display and to keep you logged into the website where applicable. These text files are referred to as cookies.

We also use cookies to log your IP address location. (A rough geographic location to help us establish where our website audience is located)

We also use cookies to see which pages of our website are viewed the most, at what time of day and of what day of the week. This helps us to ascertain how successful our website is and which pages are proving the most popular.

We also use cookies to log how long a user spends on specific pages of our website.

By continuing to use our website, you agree to the use of cookies as detailed above.

Your web browser should provide you with the controls to manage and delete cookies from your device, please see your web browser options.

Data security and protection

We ensure the security of any personal information we hold by using secure data storage technologies and precise procedures in how we store, access and manage that information. Our methods meet the GDPR compliance requirement.

Transparent Privacy Explanations

We have provided some further explanations about user privacy and the way we use this website to help promote a transparent and honest user privacy methodology.

Sponsored links, affiliate tracking & commissions

Our website uses no sponsored links, advertising or commission based systems.

Email marketing messages & subscription

Paper Moon Nurseries uses no email marketing software or subscription based software through our website.

Queries regarding our Privacy Policy

If you have any queries regarding our Privacy Policy, please feel free to contact us via the following methods

0115 982 1122

admin@papermoonnurseries.co.uk

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