

Privacy Policy

This Privacy Policy is intended to show how we will respect and protect your privacy. The policy sets out how we will collect, use and store any personal data about you.

Data Collection

When you register your details with us whether in connection to a school booking, Playzone booking or other then we may need to collect certain personal details such as name, address, telephone number/s, email address, credit/debit card details, date of birth of children (Playzone only), and other more sensitive personal data specifically relating to persons visiting such as medical conditions, allergies and additional needs in order we can cater for you the visitor or volunteer at that particular time. For school bookings we ask that personal emails not to be given but to use the school addresses where possible.

Storage

We do not store credit/debit card details. We advise you not to submit any details by email or post but to either make payment in the way of a bank transfer, by cheque, by phone or in person.

Once data is received we will take all reasonable steps to ensure your data is secure to prevent unauthorised access to it. All information is stored on secure servers on in files in the Main Office.

How We Use Data

Any data we collect is used to assist in the smooth running of your booking and to allow us to cater for your needs.

We do not keep data any longer than necessary.

We would like to continue advising schools when future calendars open to provide the earliest opportunity to book in order not to be disappointed. In order to comply with the regulations we are requesting the school email address be used in correspondence.

In respect of our volunteer's then it is to keep you up to date with what is happening on site.

In respect of our tenants it is to maintain a workable relationship of tenure.

Who Has Access to Your Data

Your data is used solely for your use of the Lincolnsfields Centre and is not shared with anyone without consent. It will remain confidential and only used by those who deal with you and your purpose for using the Lincolnsfields Centre.

However, should any safeguarding concern or legal proceedings require us to pass on your personal information we believe you will understand that we have a duty to comply with the law. Please be aware that the way in which your personal details would be legally protected within the UK may differ from other countries.

What about other websites linked to our website?

We are not responsible for the practices employed by websites linked to or from our website nor the information or content contained therein. Often links to other websites are provided solely as pointers to information on topics that may be useful to the users of our website.

Please remember that when you use a link to go from our website to another website, our Privacy Policy is no longer in effect. Your browsing and interaction on any other website on any other website, including websites which have a link on our website is subject to that website's own rules and policies. Please read over those rules and policies before proceeding.

Changes to Our Policy

We reserve the right to update this policy from time to time and we will keep you informed by updating this statement on our website.

Opting Out

We would like to keep you informed about future availability for residential bookings or the holiday playscheme if you have used us before, or if one of our valued volunteers updates on what has been happening here on site. Your consent to continue with this will be on the relevant forms you will have received, you can ask to review your data at any time. You can choose to opt out of receiving information at any time. Should you choose to then please inform the Main Office on 01923 233841 to let us know and so we can update our records.