

PrepareRobo Ltd Privacy Notice

PrepareRobo Ltd (*'we' or 'us' or 'our'*) are committed to ensuring the security and protection of the personal information that we process, and to provide a compliant and consistent approach to data protection.

1. Who we are:

PrepareRobo Ltd processes Personal Data both as a Processor and as a Controller as defined in the Directive and the GDPR.

PrepareRobo Ltd

registration number: 09928257.

Registered office: 71-75 Shelton Street, Covent Garden, London

WC2H 9JQ

office@preparerobo.com

2. What data we collect:

We collect information from parents (email, address, name and surname of pupils and parents, phone number, date of birth of pupils, medical information, permission for taking photos, persons authorized to collect students) to be able to function properly, ie to be able to inform parents about cancellation of Club.

3. Legal basis for processing the data:

Article 6(1) GDPR sets legal basis for processing the data. You have given us your consent to do that.

4. Will the data be shared with any third parties?

We sometimes need to share information provided by you with School for health and safety of your child.

5. How we will use your information:

We will only use information provided by you to successfully organize After School Club/Workshops. We will not use it for marketing purposes unless you agreed otherwise

6. How long will we store your data:

Information will be stored only for necessary time to deliver services ordered by you and to meet legal requirements.

7. Your rights:

- 1.The right to be informed
- 1.The right of access
- 2.The right to rectification
- 3.The right to erasure
- 4.The right to restrict processing
- 5.The right to data portability
- 6.The right to object
- 7.Rights in relation to automated decision making and profiling.

8. Is providing personal data mandatory?

We need to receive personal data of you and your child to be able to safely lead Club/Workshops at your School/Venue. If you do not provide us with this information we will be unable to accept your child at our Club.

9. Is Data provided by you secure?

We always have in mind keeping information submitted by you secure. Digital Data will be secured by password and encryption. Any printed data will be stored in a locked drawer/safe.

9.How can you raise a complaint:

If you wish to raise a complaint please go to: <https://ico.org.uk/make-a-complaint/>

You can find detailed Privacy Policy clicking [HERE \(http://preparerobo.com/privacy-policy\)](http://preparerobo.com/privacy-policy)

In case of any questions/amendments please feel free to contact us at: office@preparerobo.com or 07482446318.