

# little mandarin classes

## PRIVACY POLICY

### 1. INTRODUCTION

Little Mandarin Classes Ltd is committed to maintaining robust privacy protections.

Our Privacy Policy describes how Little Mandarin Classes Ltd (“Little Mandarin Classes”, “we”, “us”, “our”) processes personal data when using our services.

This Policy is designed to explain how we collect, use and safeguard the information you provide to us in accordance with the General Data Protection Regulation (GDPR).

The GDPR legislation protects the unlawful processing of personal data to strengthen and protect the rights of users.

GDPR does not apply to information already held in the public domain.

### 2. INFORMATION WE COLLECT

Little Mandarin Classes collects two types of information, “Non-Personal Information” and “Personal Information.”

#### **Personal Information**

At Little Mandarin Classes, we hold data on file for each client and related project. This data contains information that you have submitted to us or we have had to obtain in order for us to carry out our Consultancy Services.

We also require Personal Information for accounting purposes.

Personal Information also includes your contact information, which you submit to us through the contact section of the website.

#### **Non-Personal Information**

We collect non-personal digital data when you visit our website and social media platforms.

Non-Personal Information includes information that cannot be used to personally identify you, such as anonymous usage data, general demographic information we may collect, referring/exit pages and URLs, platform types, preferences you submit and preferences that are generated based on the data you submit and number of clicks.

We mainly use Non-Personal Information in the form of Cookies to help us improve, track trends and analyse user patterns on our website. Cookies enable Little Mandarin Classes to analyse website traffic and to see which areas of the website you have visited.

### **3. USE OF INFORMATION**

Little Mandarin Classes uses personal data collected to operate services on instruction of clients.

Little Mandarin Classes may forward your Personal Information to third parties that have been employed by us to undertake work on our behalf. We require companies to comply fully with the GDPR legalisation.

Personal Information you provide to us is also used to help us communicate with you. For example, we use Personal Information to contact users in response to questions and inform users about our services.

Little Mandarin Classes will not sell, trade, rent or otherwise share for marketing purposes your Personal Information with third parties without your consent. We do share Personal Information with vendors who are performing services for the Company, such as the servers for our email communications who are provided access to users email address for purposes of sending emails from us. Those vendors use your personal information only at our direction and in accordance with our Privacy Policy.

#### **Cookies**

A cookie is a small file that places itself in your cookies folder on your computer, helping to analyse web traffic or to know when a particular site has been visited. Cookies allow web applications to respond to you as an individual, tailoring their operations to your needs by gathering and remembering information about your preferences.

Cookies help analyse data about web page traffic and improve our website by the ability to tailor it to our users needs.

You can choose to accept or decline cookies, through your web that can be set to do this automatically, if you require.

Google Analytics and Google Tag Manager is used to analyse the use of our website. Analytics is a statistical tool that provides information about the traffic on our website by means of cookies that are stored on user computers and devices. Tag Manager is a Tag Container that groups together a number of products all under one roof. We use Analytics and Tag Manager to review this information as well as creating reports about the use of our website. Google will store this information. Click [here](#) to see Google's privacy policy.

By using and browsing our website, you hereby agree and consent to cookies being stored on all of your electronic devices. You are in control of whether cookies are stored on your electronic devices, so please make the necessary adjustments your end within the search browsers you use, if you require for cookies not to be stored on your electronic devices. Alternatively, use the historic cookies delete options that search browsers offer for you to delete cookies from your electronic devices.

We track information using cookies, or small text files which include an anonymous unique identifier. Cookies are sent to a user's browser from our servers and are stored on the user's computer hard drive. Sending a cookie to a user's browser enables us to collect Non-Personal information about that user and keep a record of the user's preferences when utilizing our services, both on an individual and aggregate basis.

We may use both persistent and session cookies; persistent cookies remain on your computer after you close your session and until you delete them, while session cookies expire when you close your browser.

You will have seen a pop up, when visiting our website [www.littlemandarinclasses.co.uk](http://www.littlemandarinclasses.co.uk) asking for your consent to the use of cookies. You may not see this notice each time you visit so should you wish to withdraw your consent, you can do so by disabling them in your browser.

In the event Little Mandarin Classes undergoes a business transaction such as a merger, acquisition by another company, or sale of all or a portion of our assets, your Personal Information may be among the assets transferred. You acknowledge and consent that such transfers may occur and are permitted by this Privacy Policy, and that any acquirer of our assets may continue to process your Personal Information as set forth in this Privacy Policy. If our information practices change at any time in the future, we will post the policy changes to our website so that you may opt out of the new information practices.

#### **4. HOW WE PROTECT INFORMATION**

We implement security measures designed to protect your information from unauthorized access. We further protect your information from potential security breaches by implementing certain technological security measures including encryption, firewalls and secure socket layer technology. However, these measures do not guarantee that your information will not be accessed, disclosed, altered or destroyed by breach of such firewalls and secure server software. By using our service, you acknowledge that you understand and agree to assume these risks.

#### **5. YOUR RIGHTS REGARDING THE USE OF YOUR PERSONAL INFORMATION**

You have the right at any time to prevent us from contacting you for marketing purposes. When we send communication to a user, the user can opt out of further promotional communications by following the unsubscribe instructions provided in each promotional e-mail or by contacting us directly on [info@littlemandarinclasses.co.uk](mailto:info@littlemandarinclasses.co.uk)

You can also indicate that you do not wish to receive marketing communications from us. Please note that notwithstanding the promotional preferences you indicate by either unsubscribing or opting out, we may continue to send you administrative emails including, for example, periodic updates to our Privacy Policy.

#### **6. RETENTION POLICY**

Little Mandarin Classes will only continue to store Personal Information if under requirements of the case, project or contract. After a case is completed we will continue to store Personal Information for a maximum of five years. We undertake additional security measures to destroy Personal Information.

#### **7. LINKS TO OTHER WEBSITES**

As part of the Service, we may provide links to or compatibility with other websites or applications. However, we are not responsible for the privacy practices employed by those websites or the information or content they contain. This Privacy Policy applies solely to information collected by us through our website and the service. Therefore, this Privacy Policy does not apply to your use of a third party website accessed by selecting a link on our Site or via our Service. To the extent that you access or use the Service through or on

another website or application, then the privacy policy of that other website or application will apply to your access or use of that site or application. We encourage our users to read the privacy statements of other websites before proceeding to use them.

## **8. DATA STORAGE**

Our data is solely stored within the United Kingdom, on well-known Cloud based systems, our Website software programmes as well as our website Hosting systems.

## **9. ACCESS TO YOUR PERSONAL INFORMATION**

Under the GDPR legislation, you have the right to access and amend any of your personal data that we hold.

## **10. CONSENT**

By accepting our Privacy Policy, you are consenting to Little Mandarin Classes processing your data as described in this Privacy Policy. If you would like to withdraw your consent, please email [info@littlemandarinclasses.co.uk](mailto:info@littlemandarinclasses.co.uk)

## **11. CHANGES TO OUR PRIVACY POLICY**

This Policy may be subject to change in future at any time, in line with legislation. Last Updated: This Privacy Policy was last updated on 23<sup>rd</sup> May 2018.

## **12. CONTROLLING YOUR PERSONAL INFORMATION**

You may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form on the website, you are under no obligation to complete it and can leave the form empty. Of course were you to do this, we will not be able to contact you if you were making a genuine enquiry
- By providing your personal information to us, you agree that we can use this particular information for our normal business purposes. You are entitled to notify / inform us of changes regarding this use at any time by emailing to [info@littlemandarinclasses.co.uk](mailto:info@littlemandarinclasses.co.uk). We will not sell, distribute or lease your personal information to third parties without your permission or if we are required to do so by law in the country that we are governed by.

The governing law of country that we are regulated by can be found here, on our 'terms and conditions'.

If you would like a copy of this information, or wish to find out all the information we have about you, please send an email to [info@littlemandarinclasses.co.uk](mailto:info@littlemandarinclasses.co.uk). An appropriate administration fee may be applied and you accept the processing of personal data under the Data Protection Act 1998 (the Act), The General Data Protection Regulation (GDPR) and the Data Protection Law Enforcement Directive, where the data controller is Little Mandarin Classes Ltd at 20 Edison house, New Kent Road, London SE1 6UA (company registration number 9782654).