

Fun Farm LTD  
 Stephenson Road  
 Off Station Road  
 North Hykeham  
 Lincoln  
 Ln6 3qu

**Privacy Notice for Fun Farm customers**

<b>Company Name:</b>	Fun Farm Lincoln Ltd		
<b>Data Champion Name:</b>	Gemma Edwards (Nursery Manager)	<b>Phone/Email:</b>	Lincoln@funfarm.co.uk
<b>Last Reviewed:</b>	March 2018		

Type of Data and Source of Data	Purpose of Processing	Retention Period	Recipients of Data
<b>Party Booking parent / Group bookings contacts</b>	To have contact details in case contact maybe need to be made	Until time of the party. Unless have signed permission to be added to data base.	Fun Farm (Lincoln)LTD
<b>First aid books</b>	To detail any injuries Possibly may need reporting to RIDDOR	3 years from the date of the last entry, if the accident involves a child/young adult then until that person reaches 21 years of age.	Fun Farm (Lincoln)LTD
<b>Baby Registration forms</b>	Covers us for insurance because they are free and then we know when a child is one and has to be paid for.	Until the child turns 1 year old. Unless have signed for permission.	Fun Farm (Lincoln)LTD
<b>CCTV Observations of behaviour, collected by the company</b>	To protect staff, parents and children whilst using the play area.	25 days	Fun Farm (Lincoln)LTD
<b>Questionnaires</b>	To gather reviews and feedback on the service we provide.	Until feedback has been given to staff if needed. Unless have signed permission.	Fun Farm (Lincoln)LTD
<b>Loyalty Cards</b>	To allow a free return after 6 visits	Until details have been added to data base or destroyed immediately if no permission has been granted to use data.	Fun Farm (Lincoln)LTD
<b>General Health &amp; Safety disclaimer forms</b>	To inform of the risks involved in taking part in the activity.	Until child is 21 yrs of age	Fun Farm (Lincoln)LTD

Please see our full GDPR privacy policy for more information.