

# Privacy Policy

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First Steps Nursery considers the privacy of its users to be a serious issue. Most of the material featured on this site is subject to copyright protection unless indicated otherwise. Our website may contain links to enable you to visit other websites of interest easily. It is the user's responsibility to ensure that copyright restrictions are adhered to. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites, and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## **What we collect**

- Name
- Other information relevant to the operation of the site, such as your IP address
- Contact information including email address

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

## **Internal record keeping**

Occasionally we may also use your information to contact you for the purpose of research into our site's operation. We may contact you by email. We may ask for additional information at that time. Providing additional information is entirely optional and will in no way affect your service in the site.

We may use the information to customise the website according to your interests.

## **Cookies**

Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Reviewed June 2016