

The Library 4 Multilinguals Ltd Privacy Policy

Our contact details

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Phone Number: N/A

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The type of personal information we collect

We currently collect and process the following information:

- Your email address
- Your name (as completed by you)
- Country of residence (if provided by you)
- [For organisations] – Name of the organisation/company, name and email address of the contact person.

How we get the personal information and why we have it

The personal information we process is provided to us directly by you for one of the following reasons:

- Updating you about projects we are working on.
- Sharing information related to raising multilingual children.
- [For organisations] Discuss potential collaboration and ways to work together.

We use the information that you have given us in order to help you raise children with multiple languages confidently.

We will not share this information with any external individuals or agencies.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

Your consent. You are able to remove your consent at any time. You can do this by contacting us at contact@library4multilinguals.com

How we store your personal information

Your information is securely stored.

We keep your personal information for 5 years. We will then dispose your information by deleting your information from our database. We will send you an email one month prior to deletion. Unless we receive a written authorisation to keep your information, it will be permanently deleted.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at contact@library4multilinguals.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at contact@library4multilinguals.com .

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>