**GAPA Privacy Statement**

Effective Date: 8th May 2018
This privacy statement describes how GAPA collects and uses the personal information you provide on our Web site. If you have questions about this privacy statement, please send them to us by email to gapaltd@outlook.com or write to us.

We are committed to protecting your privacy. We will only use the information that we collect about you lawfully (in accordance with the Data Protection Act 1998). We collect information about you to provide you with the best possible service. We will not email you in the future unless you have given us your consent. We will not pass your email address on to anyone else unless you have given us your consent. The information that we hold will be accurate and up-to-date. You can check the information that we hold about you by emailing us. If you find any inaccuracies we will delete or correct it promptly. If we intend to transfer your information outside the EEA (European Economic Area), we will always obtain your consent first. If you have any questions or comments about our privacy policy then please get in touch

**Booking Forms**

The type of information we will collect about you on booking forms includes: your name, phone number (home/work/mobile), email address. We will never collect sensitive information about you without your explicit consent. The information from the booking forms is kept secure and only used to produce daily registers that are also kept secure either on paper in a locked filing cabinet or on a password protected computer.

**Comments**
If you submit personal information, such as your email address, to us by following the comment box link located within our site, we will use that information to respond to your question or request for information. We will not share your information with third parties without your explicit permission.

**Photography**
All photographs containing images of children have been authorised for use on this website. If you wish to have an image removed, then please contact us. We will not add images without consent.

**Cookies**
A “cookie” is a small text file that a Web site can place on your computer's hard drive in order, for example, to collect information about your activities on the site or to make it easier to use certain site functions. The cookie transmits this information back to the Web site's computer. Many users do not know that "cookies" are being placed on their computers when they visit Web sites. If you want to know when this happens, or prevent it from happening, you can set your browser to warn you when a Web site attempts to place a "cookie" on your computer.
We use cookies on our Web sites in the following ways:
When you change the text size or contrast level by using the supplied buttons in the navigation bar, we use a cookie to remember your preference.

**Information automatically collected by our Sites**
Our servers automatically collect certain non-personally identifying information, such as your computer’s IP address, the type of browser in use, and pages viewed, when you visit our site. We use this information to understand how visitors navigate through our site, to enhance your experience while using our site. We do not link this information to personally identifiable information.

**Personal Information Sharing**
We will share your personal information if we are required to do so by law, or if we believe that doing so is necessary in order to conform to the law, cooperate with law enforcement agencies, or otherwise protect GAPA's legal rights.

**Links to Other Web Sites**
Our Site may include links to other Web sites whose privacy practices may differ from those of GAPA. If you submit personal information to any of those sites, your information is subject to their privacy statements. GAPA’s privacy statement does not apply to information you may submit to those sites. We encourage you to carefully read the privacy statement of any Web site you visit.