KidzAtArt Library Toddler Sessions – Privacy Information Sheet

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This one-page document explains how personal information is handled during KidzAtArt's weekly toddler art sessions held in the library.

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1. What information we collect

- Parent/carer name
- Child's first name
- Contact details (only if needed for booking or communication)
- Any medical or allergy information shared for safety
- Attendance records

We collect only the information needed to run sessions safely and smoothly.

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2. How your information is used

- To manage bookings and attendance
- To communicate about session changes or cancellations
- To support children's safety and wellbeing
- To meet any requirements set by the library venue

Information is **not** used for marketing unless you have opted in.

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3. Photography and media

- No photos or videos of children are taken without **written consent**.
- Photos are never shared publicly without permission.
- Parents may take photos of their own child only.

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4. Sharing information

We only share information when:

- Required for safeguarding
- You have given permission
- Legally required

We do not sell or pass information to third parties.

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5. Data storage and security

- Paper records are stored securely.
- Digital records are password-protected.
- Information is kept only as long as needed for session administration or safeguarding.

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6. Your rights

You may:

- Request to see the information held about you or your child
- Ask for corrections
- Request deletion (unless needed for safeguarding)

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7. Contact

For any questions about privacy or data use, please speak to Lisa (KidzAtArt) or contact via your usual booking method.

This privacy sheet supports safe, respectful and child-centred sessions for all families attending KidzAtArt activities in the library.