



Privacy Policy – SEN Stay and Play Sessions

We are committed to protecting your privacy and ensuring that any personal information you share with us is handled securely, respectfully, and lawfully.


This Privacy Policy outlines how we collect, use, and protect your information in relation to our SEN Stay and Play sessions.

Who We Are

Party Patch is an event planning business based in fleet, offering services in Hampshire and Surrey. We run SEN Stay and Play sessions designed to provide a safe, inclusive environment for children with special educational needs and their families.

If you have any questions about this Privacy Policy or how we handle your data, please contact us at:

 party-patch@outlook.com

 07543229781

What Information We Collect

When you book or attend a session, we may collect the following personal data:

- Your name and contact details (email, phone number)
- Your child's age
- Details of your child's needs (where shared)
- Medical or allergy information (where applicable)

- Emergency contact information
- Consent preferences (e.g. photo consent)

How We Use Your Information

We use the information you provide to:

- Process bookings and manage attendance
- Ensure the safety and well-being of participants
- Tailor sessions to your child's needs
- Communicate with you about session updates, cancellations or changes
- Respond to enquiries or concerns
- Where consent is given, to use photos for promotional purposes

Legal Basis for Processing

We collect and use your data under the following lawful bases:

- Contract: to provide the service you've booked
- Consent: for optional uses like photography or marketing
- Legitimate interest: to ensure the smooth running of sessions
- Legal obligation: to comply with safeguarding and health & safety requirements

How Your Information Is Stored

- Your information is stored securely, either electronically (password-protected) or in locked paper files.
- We retain your data only as long as necessary for the purpose collected, typically no longer than 12 months unless required for safeguarding or legal reasons.

Sharing Your Information

We will never sell or share your information for marketing purposes.

We may share limited information:

- With emergency services if needed

- If required by law or safeguarding regulations
- With trusted staff or volunteers who help run the sessions (on a need-to-know basis only)

Photography and Media

Photos may be taken during sessions for promotional purposes, but only where you have provided explicit consent.

You may withdraw consent at any time by contacting us.

Your Rights

You have the right to:

- Access the information we hold about you
- Correct inaccurate or incomplete information
- Request that we delete your information
- Withdraw consent where given
- Object to certain types of processing
- Lodge a complaint with the ICO (Information Commissioner's Office)

Updates to This Policy

We may update this Privacy Policy from time to time. The most recent version will always be available upon request or on our website (if applicable).

By booking or attending a session, you acknowledge that you have read and understood this Privacy Policy.