

# **Privacy Policy**

Bright Explorers is committed to protecting the privacy and personal information of our customers. This policy explains how we collect, use, and store information related to bookings and participation in our sessions.

#### 1. Information Collection

- We collect personal information including names, contact details, and relevant medical or allergy information required for sessions participation.
- Booking and registration information is collected through our online system and directly from parents/guardians.

#### 2. Use of Information

- Personal information is used solely to manage bookings, ensure the safety of participants, and provide a quality session experience.
- Information may be used to communicate important updates, session changes, or emergencies.

## 3. Data Access and Responsibility

- Staff members with direct access to customer information are responsible for its confidentiality.
- Any data accessed outside of Happity's online system must be handled securely and not shared with unauthorised parties.

## 4. Data Storage and Security

• All personal information is stored securely, whether digitally or physically, to prevent unauthorised access.

Staff must follow best practices for data protection, including password security and secure storage of physical records

## 5. Sharing Information

• Bright Explorers does not sell or share personal information with third parties, except as required by law or in emergencies where a child's safety is at risk.

### 6. Retention and Deletion

- Personal information is retained only for as long as necessary for session administration and legal obligations.
- Parents/guardians may request deletion of personal information by contacting Bright Explorers directly.

#### 7. Contact

• For questions, concerns, or requests regarding personal data, please contact: Bright Explorers

Email: brightexplorers2025@gmail.com

By participating in Bright Explorers sessions, you consent to the collection and use of personal information as outlined in this Privacy Policy.