

My Little Boardroom — Privacy Policy

1. Purpose

This Privacy Policy explains how My Little Boardroom collects, uses, and protects your personal information in line with the **UK GDPR** and **Data Protection Act 2018**.

2. Information We Collect

We may collect:

- Parent/guardian details: name, contact information, address
- Child details: name, date of birth, allergies, medical information
- Booking and payment information
- Communications and feedback

3. How We Use Your Data

We use personal data to:

- Manage bookings and deliver childcare/coworking services
- Communicate important updates, confirmations, and offers
- Maintain safety and regulatory compliance (including OFSTED)
- Process payments securely

We do **not** sell or share personal data with third parties for marketing purposes.

4. Data Storage & Security

Your information is stored in **secure, password-protected systems**.

Only authorised staff can access personal data for legitimate business purposes.

We retain data only as long as required by law or to deliver our services effectively.

5. Your Rights

Under the **UK GDPR**, you have the right to:

- Access your data
- Request correction or deletion
- Withdraw consent for communications
- Lodge a complaint with the ICO if you believe your data has been mishandled

Requests can be made in writing to **info@mylittleboardroom.co.uk**.

6. Medical & Child Data

Sensitive data such as medical or allergy information is collected **solely** for the purpose of ensuring your child's safety.

This information is handled with strict confidentiality and shared only with staff directly responsible for your child's care.

7. Cookies & Website Use

Our website may use cookies to enhance your browsing experience and analyse traffic. You may disable cookies in your browser at any time.

8. Updates

This Privacy Policy may be updated periodically to reflect changes in law or practice. The most current version will always be available at

👉 www.mylittleboardroom.co.uk.

9. Contact

For all privacy or data-related queries, please contact:

✉ **info@mylittleboardroom.co.uk**

📍 12a Peach Place, Wokingham, RG40 1LY