

Privacy Policy for Mini Makers - Parents and Preschoolers Arts & Craft Class

1. Introduction

Mini Makers is committed to protecting your privacy and keeping your personal information safe.

This policy explains how we collect, use, and store personal data about parents, carers, and children who attend our sessions.

2. What Information We Collect

We may collect and store the following information:

- Parent/carers name and contact details (phone number, email address)
 - Child's first name and age
 - Emergency contact information
 - Medical information (only if relevant for safety during activities)
 - Photo/video consent preferences
 - Attendance records and payment details (if applicable)
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3. How We Use Your Information

We collect this information to:

- Manage class bookings and attendance
- Communicate with you about sessions, cancellations, or events
- Ensure children's safety during activities
- Maintain emergency contact and medical details if needed
- Comply with legal and safeguarding requirements
- Share updates or photos **only** if you have given explicit consent

We will **not** share your personal data with third parties for marketing or other non-essential purposes.

4. Lawful Basis for Processing

We process personal data under the following lawful bases (as defined by the UK GDPR):

- **Consent:** e.g. for photos, mailing lists, or optional information
- **Contract:** to provide the service you have registered for
- **Legal obligation:** for safeguarding, insurance, or health and safety requirements

- **Vital interests:** to protect a child in an emergency
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5. Data Storage and Security

- All personal data is kept securely, either on password-protected devices or in locked storage.
 - Only authorised volunteers or staff have access to the data.
 - We will keep your information for no longer than necessary—typically up to one year after your last session—unless required by law to retain it longer.
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6. Sharing Information

We may share information only when:

- Required by law (e.g. safeguarding concerns)
- Necessary for emergency medical care
- You have given explicit written consent (e.g. photo use)

We do **not** sell or trade personal data under any circumstances.

7. Your Rights

You have the right to:

- Access the personal data we hold about you
- Request correction of any inaccurate information
- Withdraw consent at any time (e.g. for photos or communications)
- Request deletion of your personal data (“the right to be forgotten”)
- Lodge a complaint with the Information Commissioner’s Office (ICO) if you believe your data has been mishandled

For more information on your rights, visit <https://ico.org.uk>.

8. Photography and Social Media

- Photos or videos will only be taken or shared if consent is given by the parent/carer.
 - Any images used in publicity or social media will not include identifying details unless agreed in writing.
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9. Contact Details

If you have questions or wish to exercise your rights under this policy, please contact:

Data Protection Lead: Hayley Pipkin

Email: minimakers4@hotmail.com

Phone: 07595382611

10. Policy Review

This Privacy Policy will be reviewed annually or sooner if required by law or practice changes.

Date adopted: 30/10/2025

Next review date: 30/10/2026

Signed: Hayley Pipkin
(Group Coordinator)