

# Privacy Policy



## 1. Information We Collect

We may collect and store the following information:

- Parent or carer's name
- Child's name and age
- Contact details (such as email address and phone number)
- Emergency contact information
- Booking and payment information
- Any relevant medical or developmental information you choose to share (e.g. allergies, additional needs)
- Photos or videos (only with your explicit consent)

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## 2. How We Use Your Information

We use your information to:

- Manage class bookings and attendance
- Communicate important class information (such as schedule changes or cancellations)
- Ensure the safety and wellbeing of children attending the class
- Process payments
- Improve our services
- Share updates, news, or offers (only if you have opted in)

We only collect information that is necessary for the safe and effective running of our classes.

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## 3. Photos and Videos

From time to time, photos or videos may be taken during classes for marketing or promotional purposes (e.g. social media or website).

- Photos or videos will **only be used with prior consent**
- You may withdraw consent at any time

- Images will never be sold or shared with third parties

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## 4. Data Storage and Security

- Personal data is stored securely and accessed only by authorised persons
- We take reasonable steps to protect your information from loss, misuse, or unauthorised access
- Data is kept only for as long as necessary for the purpose it was collected

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## 5. Sharing Your Information

We do **not** sell, rent, or trade your personal information.

Your data will only be shared if:

- Required by law
- Necessary to protect the safety of children or adults attending the class

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## 6. Your Rights

You have the right to:

- Request access to the personal data we hold about you
- Request corrections to inaccurate information
- Request deletion of your data (where legally possible)
- Withdraw consent for marketing communications or photos/videos

To exercise these rights, please contact us directly.

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## 7. Children's Privacy

We take children's privacy very seriously. All information relating to children is provided by parents or carers and is handled with the highest level of care and confidentiality.

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## 8. Changes to This Policy

We may update this Privacy Policy from time to time. Any changes will be communicated clearly.

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## **9. Contact Us**

If you have any questions or concerns about this Privacy Policy or how your data is handled, please contact us directly.

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