

Privacy Policy – Squiggles & Giggles Playgroup

Last updated: [January 2026]

At **Squiggles & Giggles Playgroup**, we are committed to protecting your privacy and ensuring that any personal information you share with us is handled safely, securely, and in line with UK data protection laws, including the UK GDPR and the Data Protection Act 2018.

1. What Information We Collect

We may collect the following information when you register or attend our sessions:

- Parent/guardian name and contact details (phone, email)
- Child's name, date of birth, and relevant health or allergy information
- Emergency contact details
- Attendance records and payment information (if applicable)

2. How We Use Your Information

We use your information to:

- Register you and your child for sessions
- Keep in touch about bookings, events, and updates
- Ensure the safety and wellbeing of children during sessions
- Meet legal and safeguarding requirements

We will **never** sell or share your personal information with third parties for marketing purposes.

3. Legal Basis for Processing

We process your data under the following lawful bases:

- **Consent** – when you agree to receive updates or communications
- **Contract** – to provide the services you have booked
- **Legal obligation** – to comply with safeguarding and health & safety laws
- **Vital interests** – to protect a child in an emergency

4. How We Store Your Information

- Paper records are kept securely in locked storage.
- Digital records are stored on password-protected devices.
- We keep your information only as long as necessary for the purposes stated above, after which it will be securely deleted or shredded.

5. Your Rights

You have the right to:

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- Access the personal data we hold about you
- Request corrections to inaccurate information
- Ask us to delete your data (where legally possible)
- Withdraw consent for communications at any time

To exercise these rights, please contact us at – **sg.playgroup@outlook.com**

6. Safeguarding & Photography

We take safeguarding seriously. Photos or videos will only be taken with your explicit consent and will never be shared publicly without permission.

7. Contact Us

If you have any questions or concerns about this policy or how we handle your data, please contact:

Squiggles & Giggles Playgroup
Email: **sg.playgroup@outlook.com**
Phone: **07739379299**

If you are not satisfied with our response, you can contact the **Information Commissioner's Office (ICO)** at www.ico.org.uk.