

# Privacy Policy – The Little Club

**Last updated:** Feb 2026

**Contact:** thelittleclubacton@gmail.com

At **The Little Club**, we respect your privacy and are committed to keeping your personal information safe and secure. This policy explains **what information we collect, why we collect it, and how we protect it.**

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## 1. What Information We Collect

When you book or attend a session, we may collect:

- Parent/carer name
- Child's first name and age (to ensure age-appropriate activities)
- Email address and/or phone number (for bookings and updates)
- Emergency contact details
- Any relevant medical or additional needs you choose to share
- Payment details (processed securely via a third-party booking system)

We only collect information that is **necessary to run sessions safely and effectively.**

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## 2. Why We Collect This Information

We use your information to:

- Manage bookings and attendance
- Contact you about sessions, changes, or cancellations
- Ensure children's safety and meet any additional needs
- Respond in case of emergency

- Improve our services and communicate relevant updates

We do not sell or share your data for marketing purposes.

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### 3. How We Keep Your Information Safe

We take data security seriously and protect your information by:

- Storing data securely on password-protected systems
  - Limiting access to authorised staff only
  - Using trusted, GDPR-compliant booking and payment platforms
  - Keeping paper records locked away when used
  - Regularly reviewing what data we keep and deleting what is no longer needed
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### 4. How Long We Keep Your Data

We keep personal information **only for as long as necessary** to:

- Run sessions
- Meet legal or insurance requirements
- Maintain accurate records

You can request deletion of your data at any time, unless we are legally required to keep it.

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### 5. Sharing Your Information

We only share information when:

- Required by law
- Needed for safeguarding or safety

- Necessary for secure payment processing

We **never share personal data with third parties for advertising or unrelated purposes.**

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## 6. Your Rights

You have the right to:

- Request access to your personal data
- Ask for corrections
- Request deletion of your information
- Withdraw consent for communications

To exercise your rights, contact: **[Your Email]**

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## 7. Photos & Social Media

We will **only take photos or videos with your consent.**

You can opt out at any time, and we will respect your choice.

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## 8. Changes to This Policy

We may update this policy occasionally. The latest version will always be available on request or on our website/social platforms.

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## 9. Contact Us

If you have any questions about this policy or how your information is used, please contact:

**The Little Club**

 [thelittleclubacton@gmail.com](mailto:thelittleclubacton@gmail.com)