

# Milieu Mini Minds

## Privacy Policy

**Effective Date:** 30 June 2026

Milieu Mini Minds is committed to protecting your privacy and handling your personal information responsibly. This Privacy Policy explains what information we collect, why we collect it, how we use it, and your rights under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

### 1. Who We Are

Milieu Mini Minds provides inclusive educational workshops, communication groups, SEND support, parent workshops and early years activities for children and families.

For any questions regarding this Privacy Policy, please contact:

**Email:** [tanyaperry1986@gmail.com](mailto:tanyaperry1986@gmail.com)

---

### 2. Information We Collect

We may collect the following information when you book or attend a session:

#### Parent or Carer Information

- Name
- Email address
- Telephone number
- Emergency contact details

#### Child Information

- Child's name
- Age or date of birth
- Relevant medical information
- Allergies
- Communication needs

- Sensory needs
- Accessibility requirements
- Emergency medical information
- Any additional information you choose to provide to support your child's participation

We only collect information that is necessary for delivering our services safely and effectively.

---

### **3. How We Use Your Information**

We use your information to:

- Process bookings
  - Communicate about sessions
  - Contact you if a session changes or is cancelled
  - Ensure children can participate safely
  - Make reasonable adjustments for SEND
  - Respond to enquiries
  - Maintain attendance records
  - Meet safeguarding responsibilities
  - Comply with legal obligations
- 

### **4. Lawful Basis for Processing**

Under UK GDPR, we process your information because:

- You have entered into a contract with us by booking a session.
- You have given consent where required (such as photography).
- We have a legal obligation to maintain safeguarding records where appropriate.
- We have a legitimate interest in operating safe educational workshops.

Where we collect health or SEND information, this is processed only where necessary to protect the vital interests of your child or to make appropriate adjustments to enable participation.

---

### **5. Photography and Video**

We will only use photographs or videos of children for promotional purposes where written consent has been provided by a parent or legal guardian.

Parents and carers may withdraw consent at any time by contacting us.

---

## **6. Who We Share Information With**

We do not sell your personal information.

Information may only be shared:

- where required by law;
- if there is a safeguarding concern;
- with emergency services if necessary to protect life or health;
- with our insurers or legal advisers where required.

We will never share your information for marketing purposes with third parties.

---

## **7. How We Store Your Information**

We take appropriate steps to protect your information.

Personal information is stored securely using password-protected devices and secure cloud services where appropriate.

Only authorised individuals have access to personal information.

---

## **8. How Long We Keep Information**

We retain personal information only for as long as necessary.

Typically:

- Booking information is retained for up to 12 months after your last session.
- Financial records are retained for the period required by UK tax legislation.
- Safeguarding records are retained in accordance with safeguarding guidance where applicable.

Information that is no longer required will be securely deleted or destroyed.

---

## 9. Your Rights

Under UK GDPR, you have the right to:

- access the personal information we hold about you;
- request correction of inaccurate information;
- request deletion of your information where appropriate;
- restrict how your information is used;
- object to certain processing;
- withdraw consent where processing relies on consent;
- request a copy of your information.

Requests can be made by emailing:

**tanyaperry1986@gmail.com**

---

## 10. Cookies and Website Data

If our website uses cookies, these are used to improve website functionality and user experience.

Any optional cookies will only be used with your consent.

---

## 11. Children's Privacy

We collect information about children only through their parent or legal guardian.

Children should not submit personal information directly to Milieu Mini Minds.

---

## 12. Safeguarding

Where we believe a child or vulnerable person may be at risk of harm, we may share relevant information with appropriate safeguarding agencies without consent where permitted or required by law.

---

## 13. Changes to This Policy

This Privacy Policy may be updated from time to time.

The latest version will always be available on our website or upon request.

---

## 14. Contact Us

If you have any questions about this Privacy Policy or how your information is handled, please contact:

### **Milieu Mini Minds**

Email: [tanyaperry1986@gmail.com](mailto:tanyaperry1986@gmail.com)

If you are unhappy with how your personal information has been handled, you also have the right to lodge a complaint with the **Information Commissioner's Office (ICO)**.