

Privacy Policy Template

Parent and Child Group

1. Introduction

Welcome to [Insert Group Name]. We are committed to protecting your privacy and the personal data of you and your child. This Privacy Policy explains how we collect, use, store, and protect your information when you register for, attend, or interact with our parent and child group.

2. Information We Collect

We may collect and process the following personal data about you and your child:

- **Parent/Guardian Details:** Full name, contact information (email address, phone number), and emergency contact details.
- **Child Details:** Full name, date of birth, and any relevant medical conditions, allergies, or dietary requirements.
- **Attendance Records:** Dates and sessions attended for safety, safeguarding, and registers.
- **Media:** Photographs or videos taken during sessions (only with your explicit, separate written consent).

3. How We Use Your Information

We use the collected information for the following purposes:

- To manage registrations, group capacity, and daily attendance registers.
- To ensure the health, safety, and safeguarding of all children and adults during sessions.
- To contact you regarding session updates, cancellations, or emergency situations.
- To process session fees, bookings, or voluntary donations.

4. Lawful Basis for Processing

Under data protection laws (such as the UK GDPR), we rely on the following bases to process your information:

- **Contractual Necessity:** To provide the group services you sign up for.
- **Legitimate Interests:** To run the group safely, efficiently, and effectively.
- **Consent:** For specific activities like marketing or taking promotional photos.
- **Vital Interests:** To share critical medical or emergency information with paramedics or professionals if an accident occurs.

5. Data Sharing and Retention

We do not sell your personal data. We only share information with third parties when strictly necessary, such as secure booking platforms or emergency medical services. We keep your data only as long as you remain a member of the group, or for the minimum period required by law and our insurance policy.

6. Your Rights

You have the right to request access to the data we hold about you, request corrections to inaccurate information, or ask us to delete your data. To exercise any of these rights, please contact the group leader.

7. Contact Details

If you have any questions or concerns about this policy, please contact us at:

Group Name: [Insert Group Name]

Contact Person: [Insert Leader Name]

Email: [Insert Email Address]

Phone: [Insert Phone Number]