

Creative Communicators - Privacy Policy

1. Who We Are

We are Creative Communicators, an independent practitioner providing safe, fun, and educational activities for babies, toddlers and their families. We take your privacy seriously and are committed to protecting your personal information.

2. What Information We Collect

We may collect:

- Parent/guardian names and contact details (phone, email, address)
- Child's name, age, and any relevant health or allergy information
- Attendance records
- Photos/videos (only with your consent)

3. Why We Collect Your Information

We use your information to:

- Keep you informed about sessions, events, and changes
- Ensure the safety and wellbeing of children during sessions
- Manage bookings and attendance
- Comply with safeguarding and health & safety requirements

4. How We Store and Protect Your Information

- Information is stored securely (locked files or password-protected systems)
- Only authorised staff/volunteers can access it
- We will not share your details with third parties unless required by law or with your explicit consent

5. Your Rights

Under UK GDPR, you have the right to:

- Access the information we hold about you
- Request corrections to inaccurate data
- Ask us to delete your information (unless we must keep it for legal reasons)
- Withdraw consent for photos/videos at any time

6. Photos and Videos

We will only take and use photos/videos of children with prior consent from parents/guardians. These may be used for group newsletters, social media, or promotional materials, but never without permission.

7. How Long We Keep Your Information

We keep personal information for as long as necessary to run the group and meet legal requirements. After this, it will be securely deleted or shredded.

8. Contact Us

If you have any questions or wish to exercise your rights, please contact:

Rosie Musker – Data Protection Lead

Email: rosie.musker@gmail.com