Privacy Policy

Melody & Motion respects your privacy and is committed to keeping your personal information safe. This policy explains what information we collect, how we use it and how we look after it.

Information We Collect

When you book or attend a Melody & Motion class, we may collect:

- Parent or carer name and contact details, such as email address and phone number.
- Your child's name and date of birth, to ensure they attend the appropriate class.
- Relevant medical information, allergies or additional needs that you choose to share with us.
- Booking and payment information.
- Photography and video permissions.

How We Use Your Information

We only collect and use information where necessary to:

- Manage class bookings, payments and waiting lists.
- Contact you about classes, cancellations or important updates.
- Make sure activities are suitable and safe for your child.
- Respond to questions or enquiries.
- Share photos or videos for promotional purposes, but only where you have given permission.

We will not sell your personal information or share it with others for their marketing purposes.

How We Store and Protect Your Information

We take reasonable steps to keep your personal information secure and prevent it from being lost, misused or accessed without permission.

Your information will only be kept for as long as necessary to fulfil the purpose of complying with any legal, accounting, or reporting requirements

Sharing Your Information

We may need to share limited information with trusted third-party services that help us run the business, such as booking, payment or email providers.

These providers are expected to handle your information securely and in accordance with applicable data protection laws.

Your Rights

Under UK data protection law, you have rights in relation to your personal information, including the right to:

- **Be informed** about how your data is collected and used.
- **Ask what personal information we hold** about you and request a copy of it (Subject Access Request).
- **Ask us to correct** inaccurate or incomplete information.
- **Request that we delete** your information in certain circumstances (right to be forgotten).
- **Restrict or suppress** the processing of your data in specific scenarios.
- **Data portability** to receive and transfer your data to another service.
- **Object** to the processing of your data in certain circumstances (including direct marketing).
- **Withdraw consent** at any time where we rely on consent to process your information.
- **Not be subject to automated decision-making** or profiling that produces legal effects.

You also have the right to raise a concern or lodge a complaint with the Information Commissioner's Office (ICO) at www.ico.org.uk.

If you have any questions about this Privacy Policy or how your information is used, please get in touch