

## **DATA PROTECTION POLICY**

### **1. PURPOSE OF THE POLICY**

Dover Bouncy Tots is committed to protecting the privacy and personal data of parents, carers, children, volunteers, and committee members. This policy explains how we collect, use, store, and protect personal data in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

### **2. WHO THIS POLICY APPLIES TO**

This policy applies to:

- Parents/carers or guardians attending the group.
- Children who attend the group.
- Volunteers and staff members.
- Anyone else whose personal data we may hold.

### **3. WHAT PERSONAL DATA WE COLLECT**

We only collect data that is necessary for running the group safely and effectively. This may include:

For parents/carers:

- Name.
- Contact details (email address, phone number).
- Emergency contact details.
- Photographs or videos (only with your consent).

For children:

- Age (for age-appropriate activities only).
- Relevant medical or allergy information (with parent/carer or guardian consent).
- Photographs or videos (only with the parent/carer or guardian's consent).

For volunteers and staff members:

- Name and contact details.
- DBS status (where required).

We do not knowingly collect unnecessary or excessive personal data and only collect that of which is necessary for the safe and effective running of the group.

### **4. HOW WE COLLECT DATA**

Personal data may be collected:

- Via registration forms, booking forms or sign-in forms.
- Through email, messaging apps, or verbal communication.
- When parents/carers or guardians voluntarily provide information.

### **5. LAWFUL BASIS FOR COLLECTING**

We process personal data under the following lawful bases:

- Consent – where parents/carers have given clear permission.
- Legitimate interests – to run the group safely and effectively.
- Legal obligation – where required by law (e.g. safeguarding and fire evacuation).

Medical and allergy information is treated as special category data and is only collected with explicit consent.

## 6. HOW WE USE YOUR PERSONAL DATA

We use personal data only to:

- Manage attendance and group registration.
- Communicate about session updates, changes or closures.
- Ensure the health, safety, and wellbeing of children and adults.
- Meet safeguarding and insurance requirements.
- To contact you in an emergency.

We will never sell or share personal data for marketing purposes.

## 7. DATA STORAGE AND SECURITY

- Paper records are stored securely and only accessed by authorised members of staff. We ask all attendees to sign in on a paper form which is destroyed immediately after each session when everyone has vacated the premises. We will only ever ask for your full name and how many children you are attending with. This is strictly for fire evacuation procedures only.
- Digital data is stored on password-protected devices. We use Bookwhen booking and payment online management systems. Further information can be found on their website [GDPR: How we are compliant and helping you | Bookwhen Help Centre](#)
- Access to personal data is limited to those who need it to run the group.

We take reasonable steps to protect data from loss, misuse, or unauthorised access.

## 8. HOW LONG WE KEEP YOUR DATA

We keep personal data only for as long as necessary:

- Sign in sheets, used for fire evacuation purposes only, are destroyed at the end of each session.
- Electronic data is securely destroyed after 6 months, from the date of your last attended session.
- We use Bookwhen booking and payment online management systems. Further information can be found on their website [GDPR: How we are compliant and helping you | Bookwhen Help Centre](#)
- Safeguarding records are kept in line with legal requirements.

## 9. SHARING PERSONAL DATA

We only share personal data when:

- It is necessary for safeguarding concerns.
- Required by law or requested by authorities.
- Parents/carers or guardians have given consent.

Any shared data will be limited to what is strictly necessary.

## 10. PHOTOS, VIDEOS AND OTHER MEDIA

Photos or videos of children will only be taken and used with prior parental consent. Parents may withdraw consent at any time. Please see our guidance notes for parents/carers and guardians when using their own devices in our sessions.

## 11. INDIVIDUAL RIGHTS

Under UK GDPR, individuals have the right to:

- Access their personal data.
- Request correction of inaccurate data.
- Request deletion of data (where applicable).
- Withdraw consent at any time.

Requests should be made to the group's Data Protection Lead.

## 12. DATA PROTECTION LEAD

The Data Protection Lead for Dover Bouncy Tots is:

- Name: BREEZE HANDLEY
- Telephone: 07392831222
- Email; breeze.handley@yahoo.com

## 13. COMPLAINTS

If you have concerns about how your data is handled, please contact the Data Protection Lead first. You also have the right to complain to the Information Commissioner's Office (ICO).

## 14. REVIEW

This policy will be reviewed annually or when there are changes to data protection law or how the group operates.

DATE OF NEXT REVIEW 31/01/2027