

# Privacy Policy

## Bushy Park Activity Camp



### 1. Purpose of this Policy

This Privacy Policy sets out how Bushy Park Activity Camp (“we”, “our”, “us”) collects, uses, stores, and protects personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

We are committed to ensuring that the personal information of parents, guardians, and children is handled lawfully, transparently, and securely.

### 2. Data Controller

Bushy Park Activity Camp is the Data Controller for the personal data provided.

Contact details:

- **Email:** [info@bushyparkactivitycamp.co.uk](mailto:info@bushyparkactivitycamp.co.uk)

### 3. Categories of Data Collected

We may collect and process the following categories of personal data:

- **Parent/guardian details:** name, address, email address, telephone number(s), emergency contacts.
- **Child details:** full name, date of birth, age, gender, medical and health information (including allergies, dietary requirements, special educational needs, or disabilities).
- **Attendance records:** session dates, times, and participation in activities.
- **Payment information:** records of fees, invoices, payment methods (including childcare voucher references).

### 4. Lawful Basis for Processing

We process personal data under the following lawful bases:

- **Contractual necessity:** to provide childcare and activity services as agreed at the point of booking.
- **Legal obligation:** to comply with Ofsted requirements, safeguarding, and health and safety legislation.
- **Vital interests:** to protect the health and wellbeing of children in our care.
- **Legitimate interests:** to manage our business operations and maintain accurate records.
- **Consent:** where specific permission is required (e.g. use of photographs for promotional purposes).

### 5. Use of Personal Data

Personal data is processed for the following purposes:

- To deliver safe and effective childcare and supervision.
- To communicate with parents/guardians about bookings, emergencies, or camp updates.
- To meet statutory obligations (including safeguarding, welfare, and insurance requirements).
- To process and confirm payments.
- To maintain records for audit, inspection, and legal compliance.

### 6. Data Sharing and Disclosure

We will not sell or distribute personal data to third parties for marketing purposes. Data may be shared with:

- **Regulatory authorities:** Ofsted, local safeguarding boards, or relevant health services where legally required.
- **Insurers or legal advisers:** where necessary to manage claims or compliance obligations.
- **Emergency services:** where necessary to protect a child's vital interests.

### 7. Data Retention

Personal data will be retained in line with statutory and regulatory requirements. Generally:

- Children's records and related data: retained for a minimum of **six years** after a child leaves the setting.
  - Financial records: retained for **seven years** in line with HMRC requirements.
- After these periods, data will be securely destroyed.

## 8. Data Security

We implement appropriate organisational and technical measures to safeguard personal data, including secure storage, restricted access, and staff training.

## 9. Your Rights

Under data protection law, you have the following rights:

- The right to access personal data we hold about you.
- The right to request rectification of inaccurate or incomplete data.
- The right to request erasure of data, where lawful.
- The right to restrict processing under certain circumstances.
- The right to object to processing.
- The right to data portability (where applicable).
- The right to withdraw consent where consent has been given.

Requests to exercise these rights must be submitted in writing to the Data Controller.

## 10. Complaints

If you have concerns about the way we handle your data, you should contact us directly in the first instance. If you remain dissatisfied, you may lodge a complaint with the **Information Commissioner's Office (ICO)**:

- Website: [www.ico.org.uk](http://www.ico.org.uk)
- Telephone: 0303 123 1113

## 11. Updates to this Policy

We may update this Privacy Policy from time to time to ensure compliance with legal requirements. The latest version will always be available upon request or published on our website.