



grow · cook · enjoy

[www.growcookenjoy.co.uk](http://www.growcookenjoy.co.uk)

## **The General Data Protection Regulation, or GDPR**

GDPR will apply directly to Grow Cook Enjoy and will impose obligations on us in terms of how we collect, store and use data. [In practice, our processes and systems for handling personal data will change very little as we already treat it with great care.] However, GDPR requires that we clearly inform anyone whose data we hold what it is used for and who it is shared with.

We are also obliged to provide a 'privacy notice' in language is easily understood, Should you wish to discuss any element of the privacy notice, I would be very happy to discuss this with you.

### **Our Privacy Notice**

#### **The personal information we collect;**

the information you have provided on our registration form is information relevant to attending the class.

Child's details: Name Surname, Class, age

If your child has an allergy

If your child has any dietary requirements

If your child has nay SEN or needs support to attend the class

Parent's details: email, address, 2 emergency contact numbers

Consent to use Sharp objects

Permission to take photographs

Permission to treat in an medical emergency

#### **How and why we collect and use your personal information;**

Your information will be used if we need to contact you and to plan sessions around any dietary, medical or special needs. This also enables us to ensure your child's safety and make sure they arrive at the club, are collected or the arrangements for after school care. Photographs may be shared on social media the child's name is never given you have the choice to opt out of this

#### **The rights and choices you have when it comes to your personal information**

You have the right at any time to request access to, rectification or erasure of your or your child's personal data; to restrict or object to certain kinds of processing of your personal data. You are not obliged to share your or your child's personal data with Grow Cook Enjoy. If you choose not to we may not be able to register your child for the class and they may not be able to attend.

#### **The steps we take to ensure your information is kept secure and confidential and how long we will hold your information for.**

We share relevant information with the Grow Cook Enjoy class teacher. We provide the host school with a list of who is attending the class (name and class only). If your child has an Allergy, Medical condition or Special need. We may discuss with the school where any medication is kept or any special facilities needed to ensure for your child can attend safely. We will ask your consent if this is necessary. Our booking site Book When will retain your data for 24 months since your last

activity on the site. A customer is classed as 'inactive' and will be included in the auto-deletion process if they have not made a booking or attended an event within 24 months.

We hold medical and allergy information for 1 year and ask parent to fill out a form on a yearly basis or at the beginning of every autumn term and it is parents responsibility to inform us of any changes to the information given. We will only hold your personal information on our booking systems for the period necessary to fulfil the purposes outlined in this Privacy notice or until you request it is deleted. You can change your preferences about this by completing in another registration form or contacting us with any concerns.

We do our best to keep the information you disclose to us secure. We collect information on secure forms and store on a secure site. All document with personal information are password protected. However, we can't guarantee its security. By using our registration forms you accept the inherent risks of providing information online and will not hold us responsible for any breach of security. We will inform you if your data has been breached.

This policy was adopted by: Jayne McGhee	Date: October 2018
To be reviewed: January 2026	