



## **Terms, Conditions and Privacy Notice**

I acknowledge that I will supervise and take full responsibility for my accompanying child/children at all times.

I have read the Privacy Notice and give permission for Munchkin and Me to collect and process (store) non-statutory information about the child/children named above such as the child/children's name(s), age(s) and any physical or mental health details disclosed above; as well as personal information about me such as name, email address and family relationship. This information will be kept confidential. I am happy for Munchkin and Me to take photos of myself and the child/children who I am supervising to be used for promotional purposes (photos will never be accompanied by names or personal information about your child). Please let Rachel know if you have any concerns.

Please note if you find you cannot attend a session I am unable to offer refunds or replacement sessions due to number restrictions. However, should Munchkin and Me have to postpone/cancel classes due to government restrictions, a problem with the venue or any other reason then you will be offered a replacement session (or a refund for paid sessions if a full block is postponed).

### **Privacy Notice**

In order to run and organise Munchkin and Me sessions, I need to collect certain information from you. I will need to process information such as: some personal and family details, email addresses, allergy details and digital photographs. I need you to sign to say that you are happy for me to collect and process the non-statutory information I require to best provide these classes.

All information on children and families is kept securely and treated in confidence. I am registered with the Information Commissioner's Office (ICO) and I am aware of my responsibilities under General Data Protection Regulations (GDPR). In general, the confidential information I have on file will only be shared if you give permission or there appears to be a child protection issue. I will only share information about your child (or the child you are supervising) with you or your child's other carers, other professionals working with your child, or with the police, social services, local or central government including Ofsted. All details will be kept confidential and records are kept secure. You have a right to access any of the information that I hold on you or your child at any time.

When you decide to no longer attend Munchkin and Me sessions I will only store information on you or your child for as long as necessary. Anything I don't need to keep I will delete from my computer or shred. I may hold onto some photographs for use on social media or my website but these will never be published alongside names or personal information about your child. You have the option to request that photographs of your child are not taken or used online or in marketing material.

If you have any concerns or complaints with the way you feel I have handled any of your personal data, please speak to myself (Rachel) in the first instance so that we can resolve the complaint.

You have the right to complain to the Information Commissioners Officer (ICO) if you feel I have not resolved the complaint to your satisfaction.