**Smart Hands Studio – Privacy and Data Protection Policy**

**1. Policy Statement**

At Smart Hands Studio, we are committed to protecting the privacy and personal information of every child, parent/carer, visitor, and staff member.

We collect and use personal data only when it is necessary to provide our services, meet our legal obligations, and ensure the safety and wellbeing of everyone in our care. We comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

**2. What Information We Collect**

We may collect and store the following types of personal information:

* Child’s name, date of birth, and medical or health information relevant to their care.
* Parent/carer’s name, contact details (address, phone, email).
* Emergency contact details.
* Attendance records and accident/incident reports.
* Any other information you choose to share with us to help us meet your child’s needs.

We only collect the minimum amount of data necessary to run our services safely and effectively.

**3. How We Use Your Information**

We use personal data for the following purposes:

* To contact you about bookings, cancellations, or updates.
* To ensure we meet your child’s individual needs during sessions.
* To maintain accurate attendance, safeguarding, and health and safety records.
* To meet our legal and insurance obligations.
We will not use your data for marketing or share it with third parties without your consent, except where required by law (for example, if requested by safeguarding authorities).

**4. How We Store and Protect Your Data**

All personal information is stored securely in electronic form only.

* Data is stored on password-protected devices and secure cloud-based systems.
* Access to personal data is restricted to authorised staff members only.
* Systems are kept up-to-date and monitored to ensure they remain secure.

We retain records only for as long as necessary to fulfil their purpose and comply with legal requirements, after which they are securely deleted.

**5. Your Rights**

You have the right to:

* Request a copy of the personal information we hold about you or your child.
* Ask us to correct inaccurate or incomplete data.
* Request that we delete personal data when it is no longer needed (subject to legal or safeguarding obligations).
* Withdraw your consent for us to hold or process data where consent is the basis.

To exercise any of these rights, please contact us using the details below.

**6. Contact and Complaints**

If you have any questions or concerns about how we handle your data, please contact:

**Smart Hands Studio**
Email: smarthandsclub@gmail.com
Phone: 07956111483

If you are not satisfied with our response, you have the right to contact the Information Commissioner’s Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk).

**7. Review of This Policy**

This policy is reviewed annually or when there are changes to data protection law or our practices.

**Signed:**
Charlotte Cala
Date:16-07-25
Next review date: 16-07-26