

LITTLE ANGELS SENSORY PLAY LIMITED

GDPR & DATA PROTECTION POLICY

Company: Little Angels Sensory Play Limited

Responsible Person: Corey Burnham

Policy: GDPR & Data Protection Policy

Effective Date: 13 August 2026

Review Date: 13 August 2027

1. PURPOSE OF THIS POLICY

Little Angels Sensory Play Limited is committed to protecting the privacy and personal information of all children, parents, carers, guardians and other individuals who use our services.

As a sensory play business working with babies and young children, we recognise that children require particular care and protection when their personal information is collected and used.

This policy explains how Little Angels Sensory Play Limited collects, uses, stores, protects and disposes of personal information in accordance with applicable UK data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The purpose of this policy is to ensure that personal information is:

- Processed lawfully, fairly and transparently.
 - Collected only for specific and legitimate purposes.
 - Limited to information that is necessary.
 - Accurate and kept up to date where appropriate.
 - Kept only for as long as necessary.
 - Stored securely.
 - Not shared unnecessarily.
 - Handled in a way that respects the rights of individuals.
-

2. WHO THIS POLICY APPLIES TO

This policy applies to personal information relating to:

- Babies and children attending Little Angels Sensory Play sessions.
- Parents and carers.
- Legal guardians and people with parental responsibility.
- Emergency contacts.
- Individuals making bookings or enquiries.
- Individuals communicating with Little Angels Sensory Play Limited.
- Photographs or videos taken during sessions where individuals can be identified.
- Any other person whose personal information is provided to the business.

Although Little Angels Sensory Play Limited currently operates with one member of staff, Corey Burnham, the same standards will apply to any future employees, assistants, volunteers, contractors or other individuals who may have access to personal information.

3. DATA PROTECTION RESPONSIBILITY

Corey Burnham is responsible for data protection within Little Angels Sensory Play Limited.

Corey will:

- Ensure that personal information is handled appropriately.
 - Keep personal information secure.
 - Only collect information that is necessary.
 - Ensure appropriate consent is obtained where consent is the lawful basis being relied upon.
 - Respond appropriately to data protection requests.
 - Keep appropriate records.
 - Take appropriate action if a data breach occurs.
 - Review this policy regularly.
 - Ensure that any future staff or contractors who handle personal information understand their responsibilities.
-

4. WHAT PERSONAL INFORMATION WE MAY COLLECT

Depending on the service being provided, Little Angels Sensory Play Limited may collect:

Parent/carers information

- Name.
- Telephone number.

- Email address.
- Booking information.
- Payment information where necessary.
- Communication preferences.
- Emergency contact information.

Child information

- Child's name.
- Date of birth or age.
- Information needed to provide the sensory play service safely.
- Relevant allergies or medical information where voluntarily provided and necessary for the child's safety.
- Additional information provided by a parent or carer that is relevant to the child's participation.

Photographs and videos

We may take photographs or videos during sensory play sessions for promotional purposes where appropriate consent has been obtained.

Photographs and videos may constitute personal information where an individual can be identified.

Photography and video consent will be obtained separately from general consent to participate.

5. HOW WE COLLECT INFORMATION

Personal information may be collected through:

- Booking forms.
- Parental consent forms.
- Online forms.
- Email.
- Telephone conversations.
- Social media messages.
- Website enquiries.
- In-person conversations.
- Payment and booking systems.
- Emergency contact forms.

- Other information voluntarily provided by parents or carers.

We will only request information that is reasonably necessary for the purpose for which it is being collected.

6. LAWFUL BASIS FOR PROCESSING PERSONAL INFORMATION

Little Angels Sensory Play Limited will ensure that there is an appropriate lawful basis for processing personal information.

Depending on the circumstances, this may include:

Contract

We may need to process personal information to provide a booked sensory play session or service.

For example, we may need a parent's name and contact details to manage their booking.

Consent

Consent may be used where an individual has a genuine choice about whether their information is used.

This may include:

- Taking photographs or videos for promotional purposes.
- Using photographs or videos on social media.
- Other optional marketing activities.

Where consent is used, it will be clear, specific and voluntary.

Consent can be withdrawn at any time.

Legitimate interests

Little Angels Sensory Play Limited may rely on legitimate interests where appropriate, provided that the processing is necessary, proportionate and does not unfairly override the rights and interests of the individual.

Legal obligation

Information may be processed where Little Angels Sensory Play Limited is legally required to do so.

Vital interests

In exceptional circumstances, information may be processed where necessary to protect someone's vital interests.

7. CHILDREN'S PERSONAL INFORMATION

Little Angels Sensory Play Limited recognises that children require particular protection when their personal information is processed.

We will:

- Collect only information that is necessary.
- Avoid collecting excessive information.
- Keep children's information secure.
- Restrict access to children's information.
- Avoid unnecessary sharing of children's information.
- Provide parents and carers with clear information about how their child's information is used.
- Consider the best interests of the child when handling their information.
- Take additional care when photographs or videos of children are being considered for promotional use.

The ICO states that children's personal information requires particular protection because children may be less aware of the risks and consequences associated with the use of their information.

8. PARENTAL CONSENT

Where consent is required for the processing of a child's personal information, Little Angels Sensory Play Limited will seek consent from the child's parent, carer or person with appropriate parental responsibility, where appropriate.

For photography and promotional purposes, consent will be obtained separately.

A parent or carer will not be required to agree to photography or social media use in order for their child to attend a sensory play session.

Parents and carers will be able to decline photography or withdraw previously provided consent.

9. PHOTOGRAPHY AND VIDEO

Little Angels Sensory Play Limited may take photographs or videos during sensory play sessions.

Photography and video will only be used for the purposes communicated to parents/carers and where the appropriate consent has been obtained.

Where consent has been provided, photographs or videos may be used for purposes such as:

- Little Angels Sensory Play social media.
- Website content.
- Promotional materials.
- Advertising for the business.

We will take reasonable steps to avoid identifying children unnecessarily.

We will not sell photographs or videos of children to third parties.

Parents/carers who have not provided photography consent will not have their child's photograph or video intentionally used for promotional purposes.

If consent is withdrawn, Little Angels Sensory Play Limited will stop using the relevant images for future promotional use and will take reasonable steps to remove images from platforms that we control.

We cannot guarantee the removal of content that has already been copied, shared or reposted by third parties.

10. SOCIAL MEDIA

Little Angels Sensory Play Limited may maintain social media accounts for business and promotional purposes.

Where photographs or videos containing identifiable children are posted, appropriate consent will have been obtained.

We will not intentionally publish unnecessary personal information about children alongside photographs or videos.

We will take particular care not to publish information such as:

- A child's full name.
- Home address.
- Telephone number.
- Personal contact details.
- Information that could unnecessarily identify the child's location.
- Sensitive information.

Parents and carers are also reminded that Little Angels Sensory Play Limited cannot control how content may subsequently be shared by other social media users.

11. SPECIAL CATEGORY DATA

Some information may be considered special category personal data under data protection legislation, such as information relating to a child's health.

Examples may include information about:

- Allergies.
- Medical conditions.
- Dietary requirements where health-related.
- Disabilities.
- Other information concerning a child's health.

Little Angels Sensory Play Limited will only collect this information where it is necessary and appropriate for the provision of the service, safety or another lawful purpose.

Such information will be treated with additional care and will not be shared unnecessarily.

12. DATA SECURITY

Little Angels Sensory Play Limited will take reasonable technical and organisational measures to protect personal information.

These measures may include:

- Password protection.
- Secure devices.
- Keeping devices updated.
- Using reputable software and booking systems.
- Limiting access to personal information.

- Avoiding unnecessary paper records.
- Securely storing physical documents.
- Secure disposal of documents when no longer required.
- Not leaving personal information unattended.
- Taking care when discussing personal information in public areas.
- Using secure internet connections where reasonably possible.

As the business currently has one member of staff, access to personal information will generally be restricted to Corey Burnham.

13. DATA SHARING

Little Angels Sensory Play Limited will not sell personal information.

Personal information will not be shared with third parties unless there is a lawful reason to do so.

Information may be shared where necessary with:

- Booking or payment service providers.
- IT or software providers.
- Professional advisers.
- Insurers where necessary.
- Emergency services where necessary.
- Relevant authorities where legally required.
- Other organisations where the individual has been informed and there is an appropriate lawful basis.

Where third-party service providers process personal information on behalf of Little Angels Sensory Play Limited, appropriate arrangements will be put in place where required.

14. BOOKING AND PAYMENT INFORMATION

Information required to manage bookings may be processed through the booking or payment systems used by Little Angels Sensory Play Limited.

Only information necessary to manage bookings, payments and customer communications will be retained.

Payment card details will not be unnecessarily recorded or stored by Little Angels Sensory Play Limited.

Where payment processing is carried out by a third-party provider, that provider will be responsible for processing payment information through its own secure systems.

15. DATA RETENTION

Personal information will not be kept for longer than necessary.

The appropriate retention period will depend on the type of information and why it was collected.

For example:

- Booking information will be retained for as long as reasonably necessary for managing bookings, customer service and legitimate business records.
- Consent records will be retained for as long as necessary to demonstrate the consent given and manage its withdrawal.
- Photography consent records will be retained for as long as relevant to the use of the corresponding images.
- Financial records will be retained for the period required by applicable tax and accounting requirements.
- Safeguarding-related information will be retained in accordance with the business's safeguarding procedures and applicable legal requirements.

When information is no longer required, it will be securely deleted, destroyed or anonymised where appropriate.

16. DATA ACCURACY

Little Angels Sensory Play Limited will take reasonable steps to ensure that personal information is accurate and kept up to date where necessary.

Parents and carers are encouraged to inform the business if:

- Their contact details change.
 - Emergency contact information changes.
 - Relevant information about their child changes.
 - They believe information held about them or their child is inaccurate.
-

17. INDIVIDUAL DATA PROTECTION RIGHTS

Individuals have rights under UK data protection law.

Depending on the circumstances, these rights include:

- The right to be informed about how personal information is used.
- The right to access personal information.
- The right to request correction of inaccurate information.
- The right to request erasure in certain circumstances.
- The right to restrict processing in certain circumstances.
- The right to object to certain processing.
- Rights relating to automated decision-making and profiling where applicable.
- The right to withdraw consent where processing is based on consent.

Children can also have data protection rights. Where appropriate, Little Angels Sensory Play Limited will consider a child's age, understanding and capacity when dealing with requests concerning their personal information.

18. REQUESTING ACCESS TO PERSONAL INFORMATION

A parent, carer or individual wishing to exercise their data protection rights should contact:

Little Angels Sensory Play Limited

Data Protection Contact: Corey Burnham

Requests should explain what information is being requested where possible.

Little Angels Sensory Play Limited will respond within the applicable legal timeframe.

Reasonable steps may be taken to verify the identity of the person making a request before information is disclosed.

19. WITHDRAWING CONSENT

Where processing is based on consent, consent may be withdrawn at any time.

For example, a parent may withdraw permission for their child's photograph to be used on social media.

Withdrawal of consent will not affect the lawfulness of processing that took place before consent was withdrawn.

Requests to withdraw consent should be made to Corey Burnham.

20. PERSONAL DATA BREACHES

A personal data breach may include:

- Losing a device containing personal information.
- Sending personal information to the wrong person.
- Unauthorised access to information.
- Losing or stealing paper records.
- Accidentally publishing personal information.
- A computer, phone or online account being hacked.
- Sharing a child's information without an appropriate lawful basis.

If a breach occurs, Corey Burnham will:

1. Identify and contain the breach where possible.
 2. Establish what information has been affected.
 3. Assess the potential risk to individuals.
 4. Take reasonable steps to reduce any potential harm.
 5. Record the breach and actions taken.
 6. Contact the Information Commissioner's Office (ICO) where legally required.
 7. Inform affected individuals where legally required or appropriate.
-

21. CONFIDENTIALITY

Personal information will be treated as confidential.

Information about children, parents and carers will not be discussed unnecessarily with other people.

Where information needs to be shared for safeguarding, emergency, legal or other legitimate reasons, it will only be shared appropriately and proportionately.

22. PAPER RECORDS

Where paper records containing personal information are used, they will be stored securely and only accessed when necessary.

Paper records that are no longer required will be securely destroyed.

Personal information will not be left in publicly accessible areas.

23. ELECTRONIC RECORDS

Electronic personal information will be stored on password-protected devices or secure systems where reasonably possible.

Passwords should not be shared with unauthorised individuals.

Devices containing personal information should be kept secure when not in use.

If a device containing personal information is lost or stolen, this will be treated as a potential data breach and assessed accordingly.

24. EMAIL AND MESSAGING

Care will be taken when sending personal information by email or electronic messaging.

Before sending information, Corey Burnham will take reasonable steps to ensure that it is being sent to the correct recipient.

Sensitive or unnecessary information will not be sent through insecure methods where a more secure alternative is reasonably available.

25. MARKETING

Little Angels Sensory Play Limited may use personal information for marketing where there is an appropriate lawful basis.

Marketing communications will be handled in accordance with applicable data protection and electronic marketing requirements.

Individuals will be given an appropriate opportunity to opt out of marketing communications.

Photography and promotional consent will be handled separately from consent to participate in sensory play sessions.

26. DATA PROTECTION BY DESIGN

Little Angels Sensory Play Limited will consider data protection when introducing new systems, forms, services or processes.

Before collecting new information, consideration will be given to:

- Why the information is needed.
- Whether it is necessary.
- Who needs access to it.
- How it will be protected.
- How long it needs to be kept.
- Whether there is a less intrusive way of achieving the same purpose.

The ICO recommends a data protection by design and default approach when handling children's personal information.

27. DATA PROTECTION IMPACT ASSESSMENTS

Where a proposed activity is likely to result in a high risk to individuals' rights and freedoms, Little Angels Sensory Play Limited will consider whether a Data Protection Impact Assessment (DPIA) is required.

Particular consideration will be given to activities involving children's information, photography, online services, marketing or other processing that could create additional privacy risks.

The ICO advises organisations to assess proposed uses of personal information to determine whether a DPIA is required.

28. THIRD-PARTY SERVICES

Little Angels Sensory Play Limited may use third-party services to operate the business, such as:

- Booking systems.

- Payment providers.
- Email providers.
- Cloud storage.
- Website providers.
- Social media platforms.
- Accounting software.

Before using a service that processes personal information, reasonable consideration will be given to its privacy, security and data protection arrangements.

29. CHILDREN'S PRIVACY

Little Angels Sensory Play Limited will take additional care with children's personal information.

We will avoid collecting unnecessary information and will ensure that parents and carers are provided with clear information about how their child's information is used.

The ICO advises that information provided to children should be clear, concise and appropriate to their level of understanding where relevant.

30. COMPLAINTS

Anyone who has concerns about how Little Angels Sensory Play Limited handles their personal information should contact:

Corey Burnham
Little Angels Sensory Play Limited

Complaints will be taken seriously and investigated appropriately.

If an individual remains dissatisfied, they may contact the Information Commissioner's Office (ICO).

31. POLICY REVIEW

This policy will be reviewed at least annually or sooner if:

- Data protection legislation changes.

- The business introduces new systems.
- The business begins collecting additional types of personal information.
- There is a significant data breach.
- Business practices change.
- ICO guidance changes.

Next scheduled review: 13 August 2027

32. DECLARATION

Little Angels Sensory Play Limited is committed to protecting the personal information entrusted to it by children, parents, carers and other individuals.

We recognise that children's information requires particular care and will seek to ensure that personal information is handled lawfully, fairly, transparently and securely.

Signed: Corey Burnham

Position: Responsible Person

For: Little Angels Sensory Play Limited

Date: _____

Review Date: _____

RELATED DOCUMENTS

This policy should be read alongside:

- Safeguarding Policy.
- Parental Consent Form.
- Photography & Social Media Consent.
- Privacy Notice.
- Health & Safety Policy.
- Data Breach Procedure.
- Terms and Conditions.