



Sensory Stories Data Protection and Privacy Policy

Contact details

Name: Helen Cameron

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ICO reference: ZB250659

The type of personal information collected

The following information is currently collected and processed:

- Your name and contact details
- Your child's name, date of birth and medical conditions or allergies
- Consent for photos/videos
- Your payment reference

How your personal information is obtained and why it is held

Most of the personal information processed is provided directly by you for one of the following reasons:

- It is held for the purpose of holding a class register, making bookings and contacting customers regarding the class they have booked.
- The information provided by you is used to process your booking and tailor the classes to meet the specific needs of you and your child.

This information may be shared with:

- This data may be made available to the tax accountant of the organisation in order to audit and/or prepare statutory accounts and tax calculations for the organisation.
- Government officials on government business conducting an audit or investigation may have access to this data.

Under the General Data Protection Regulation (GDPR), the lawful bases relied on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting:

Helen Cameron email: info.sensorystories@gmail.com



How your personal information is stored

- Your information is securely stored electronically in Google Drive.
- Your information is held to conduct weekly class registers and to contact you about your class.

How is it kept safe?

- All of the data is kept electronically except printed registers.
- All devices have relevant and appropriate security measures to prevent unauthorised access.
- Only consented photos and videos are uploaded to Google Drive and social media.

Your information is held for the duration of the term you are booked on to. If you do not continue attending the classes the following term, your information will be disposed of by permanently deleting any data files held.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info.sensorystories@gmail.com if you wish to make a request.



How to complain

If you have any concerns about the use of your personal information, you can make a complaint by emailing info.sensorystories@gmail.com

You can also complain to the ICO if you are unhappy with how your data has been used.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>