



## Privacy Notice



At MPTC we respect the privacy of the children attending the club and privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our high-quality service to you and communicate with you effectively. Our legal basis for processing personal information relating to you and your child is so we can fulfil our contract with you.

Any information that you provide is kept secure. Data that is no longer required\* is erased after your child has ceased attending our club.

We will use the contact details you give us to contact you via phone, email, social media and post, so that we can send you information about your child, our club and other relevant news, and so we can contact you about payment of fees.

We will only share personal information about you or your child with another organisation if we:

- Have a safeguarding concern about your child
- Are required to by government bodies or law enforcement agencies
- Have obtained your prior permission

You have the right to see the data we have about yourself or child, and to ask for any errors to be corrected. We will respond to all queries within 1 month. You can also ask for data to be deleted, but note that:

- We will not be able to continue to care for your child if we do not have sufficient information about them.
- Even after your child has left our care, we have statutory duty to retain some types of data for specific periods of time\* so can't delete everything immediately.

By completing one of our booking forms (paper or online) you agree that you have read this privacy notice and that you give us permission to contact you regarding relevant matters.

\*we do need to retain certain types of data for set periods of time after your child ceases our care, but we delete it as much personal data as possible as soon as we can and do not share it with any other third parties.