# NETTY'S FITNESS FUN

## Privacy & Data Protection Policy

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| **Policy owner** | Netty's Fitness Fun |
| **Policy date** | September 2026 |
| **Review date** | September 2027 |

## 1. Purpose

Netty's Fitness Fun respects the privacy of children, parents and carers and is committed to handling personal information responsibly, securely and in accordance with applicable UK data protection law.

This policy explains what information we may collect, why we use it, how it is protected and the rights people have in relation to their personal information.

## 2. Who is responsible for the information

Netty's Fitness Fun is responsible for deciding how personal information collected for its sessions and administration is used.

Contact:
Netty's Fitness Fun
Email: info@nettysfitnessfun.co.uk
Telephone: 07810 604262

## 3. Information we may collect

Depending on the circumstances, we may collect:
• Child's name, age and date of birth.
• Parent/carer name and contact details.
• Emergency contact details.
• Booking and attendance information.
• Relevant medical, health, allergy, injury or additional-needs information supplied through registration or PAR-Q forms.
• Collection arrangements and authorised adults.
• Consent choices, including photography/video permission.
• Information relating to accidents, incidents or safeguarding concerns.
• Payment and booking records.
• Emails or other communications with parents/carers.
• Photographs or videos where appropriate permission has been obtained.

## 4. Why we use personal information

We use personal information only where it is needed for legitimate purposes connected with running Netty's Fitness Fun. These purposes may include:

- Managing bookings, attendance and payments.
- Communicating with parents/carers about sessions.
- Keeping children safe during activities.
- Responding appropriately to medical needs, injuries or emergencies.
- Making suitable adjustments to activities.
- Managing collection arrangements.
- Recording accidents, incidents and safeguarding concerns.
- Meeting legal, safeguarding, insurance or record-keeping responsibilities.
- Using photographs or videos for an agreed purpose where appropriate permission has been obtained.

## 5. Lawful basis and sensitive information

UK data protection law requires a lawful basis for using personal information. Depending on the purpose, Netty's Fitness Fun may rely on the need to provide the booked service, legitimate interests in safely and effectively running the sessions, compliance with legal obligations, consent, or protection of vital interests in an emergency.

Some information, particularly health information, is treated as special category data and receives additional protection. Where consent is the appropriate condition for routine use of this information, clear consent will be obtained from the parent/carer. In a genuine emergency, information may be used or shared where necessary to protect a child's vital interests.

Photography and video will only be used for the agreed purpose where the appropriate permission has been obtained.

## 6. Children's information

Children's personal information requires particular care. We will collect only information that is reasonably needed to provide safe and appropriate sessions.

Information about children will normally be obtained from their parent/carer. Where privacy information is provided directly to a child, we will aim to explain it in clear, age-appropriate language.

Children's information will not be used for unrelated purposes simply because it has been provided to us.

## 7. Sharing information

Personal information will not be sold.

Information will only be shared where there is a genuine need or appropriate legal basis. This may include:

- Emergency services or healthcare professionals in an emergency.
- Safeguarding services, children's social care or police where required to protect a child or respond to a concern.
- Insurers, professional advisers or authorities where reasonably necessary.
- Service providers used to operate the business, such as website, email or booking services, where they process information on our behalf or provide the relevant service.

Only information that is necessary for the purpose will be shared.

## 8. How information is stored and protected

Reasonable steps will be taken to keep personal information secure. Paper records, where used, will be kept securely. Electronic records will be protected through appropriate account, device and access controls.

Health, safeguarding and other sensitive information will be treated with particular care and will only be accessible to people who need it for an appropriate purpose.

Parents/carers should avoid sending unnecessary sensitive information by email and should ensure that completed forms are sent to the correct Netty's Fitness Fun email address.

## 9. How long information is kept

Personal information will not be kept for longer than reasonably necessary.

The exact retention period depends on the type of record and why it is held. In deciding how long to keep information, Netty's Fitness Fun will consider safeguarding requirements, health and safety needs, insurance requirements, financial and legal record-keeping obligations, and whether the information is still needed to provide the service.

Information that is no longer required will be securely deleted or destroyed. Safeguarding records may need to be retained for longer than ordinary booking or contact information because of their nature.

## 10. Photographs and video

Photographs and videos of children will only be taken or used where appropriate parent/carer permission has been obtained.

Permission can be refused without preventing a child from taking part in ordinary Netty's Fitness Fun sessions. Where consent is relied upon, it can be withdrawn for future use by contacting Netty's Fitness Fun. Withdrawal does not make earlier lawful use of an image unlawful, although reasonable steps will be taken regarding future use.

## 11. Data protection rights

Depending on the circumstances and the lawful basis being used, individuals may have rights including:

- To be informed about how their personal information is used.
- To ask for access to personal information held about them or their child.
- To ask for inaccurate information to be corrected.
- To ask for information to be deleted in certain circumstances.
- To ask for use of information to be restricted in certain circumstances.
- To object to certain uses of personal information.
- To withdraw consent where consent is being relied upon.

Some rights are subject to legal conditions and exceptions. Requests can be made using the contact details in this policy.

## 12. Data breaches

If personal information is lost, disclosed to the wrong person, accessed without permission or otherwise compromised, Netty's Fitness Fun will take appropriate steps to contain and assess the incident.

Where required by data protection law, the incident will be reported to the Information Commissioner's Office and affected individuals will be informed where necessary.

## 13. Questions and complaints

Questions about how Netty's Fitness Fun uses personal information should first be sent to info@nettysfitnessfun.co.uk.

If a person remains concerned about how their information has been handled, they also have the right to raise a concern with the Information Commissioner's Office (ICO), the UK regulator for data protection. Information is available at ico.org.uk.

## 14. Review

This policy will be reviewed at least annually and sooner if the way Netty's Fitness Fun collects or uses personal information changes, or if relevant data protection requirements or guidance change.

**Signed:** _____

**Name:** A. Copeman-Lamoureux

**Date:** September 2026

**Next review:** September 2027