



Data Protection Policy

Introduction

Kids Kinetic Ltd is committed to protecting the privacy and security of personal information. This policy outlines how we collect, use, store, and protect personal data in compliance with the General Data Protection Regulation (GDPR) and other relevant data protection laws.

The purpose of this policy is to ensure that Kids Kinetic:

- Complies with data protection law and follows good practice.
- Protects the rights of staff, customers, and partners.
- Is transparent about how it stores and processes individuals' data.
- Protects itself from the risks of a data breach.

Scope

This policy applies to all staff, volunteers, contractors, and other individuals working on behalf of Kids Kinetic. It covers all personal data that we process, regardless of the media on which that data is stored.

Data Protection Principles

Kids Kinetic adheres to the following data protection principles:

1. Lawfulness, fairness, and transparency
2. Purpose limitation
3. Data minimisation
4. Accuracy
5. Storage limitation
6. Integrity and confidentiality
7. Accountability

Types of Data We Collect

We may collect and process the following types of personal data:

- Names, addresses, and contact details of children and parents/guardians.
- Date of birth and gender of children
- Medical information and dietary requirements
- Emergency contact details
- Attendance records
- Photographs and videos (with consent)
- Financial information for payment processing

How We Collect Data

We collect personal data through:

- Registration forms
- Our website and online booking system
- Direct communication with parents/guardians
- Photographs and videos taken during our activities (with consent)

How We Use Personal Data

We use personal data for the following purposes:

- To provide appropriate care for children
- To communicate with parents/guardians about their child's progress and our services
- For emergency contact
- To process payments
- To comply with legal obligations
- For marketing purposes (with explicit consent)

Data Storage and Security

Kids Kinetic takes the following measures to ensure data security:

- Electronic data is stored on secure, password-protected systems.
- Physical documents containing personal data are kept in locked cabinets.
- Access to personal data is restricted to authorised personnel only.
- Regular staff training on data protection and security
- Implementation of appropriate technical measures to prevent unauthorised access.

Data Retention

We will retain personal data only for as long as necessary to fulfil the purposes for which it was collected, including for the purposes of satisfying any legal, accounting, or reporting requirements.

Individual Rights

Under GDPR, individuals have the following rights:

- The right to be informed.
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing.
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

Subject Access Requests

Individuals have the right to request access to their personal data. Kids Kinetic will respond to such requests within one month.

Data Breaches

In the event of a data breach, Kids Kinetic will:

- Notify the relevant supervisory authority within 72 hours, where feasible
- Inform affected individuals without undue delay.
- Document all breaches, including their effects and the remedial action taken.

Children's Data

We collect data relating to children under 13 only with the explicit consent of their parents or guardians. We take additional measures to protect children's data and ensure its appropriate use.

Marketing

We will only send marketing communications to individuals who have explicitly consented to receive them. Individuals can opt out of marketing communications at any time.

Review and Updates

This policy will be reviewed annually and updated as necessary to reflect best practice in data management, security, and control and to ensure compliance with any changes or amendments made to the GDPR or other relevant legislation.

Contact Information

For any questions about this Data Protection Policy or to exercise your rights, please contact:

Director/Manager

Kids Kinetic Ltd

By implementing this policy, Kids Kinetic demonstrates its commitment to protecting personal data and complying with data protection laws. This policy should be regularly reviewed and updated to ensure ongoing compliance and best practices in data protection. This policy provides a comprehensive framework for data protection, ensuring that Kids Kinetic adheres to legal requirements and best practices.

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