



Data Protection & Privacy Policy

Introduction

Kids Adventure Days is committed to protecting the privacy and personal data of children, parents/carers, schools, clients, staff, and partners. This Privacy Notice explains how we collect, use, store, and protect personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy may be updated from time to time. The most recent version will always be available on our website.

Who We Are

Kids Adventure Days
We operate after-school clubs.

For data protection law, Kids Adventure Days is the Data Controller.

What Personal Data We May Collect

Parents / Carers

- Full name
- Email address

- Telephone number
- Emergency contact details
- Booking and payment information
- Communication preferences

Children

- Child's full name
- Date of birth
- School or setting
- Medical information (including allergies, medical conditions, medication where required)
- Behavioural or SEND information (where relevant to safely deliver care)
- Attendance records
- Accident or incident records

Schools / Clients

- School or organisation name
- Contact names
- Email addresses
- Telephone numbers
- Booking and service details

Staff / Contractors (where applicable)

- Name and contact details

- Right to work information
- DBS details
- Bank and payroll information

How We Collect Personal Data

We collect personal data when:

- You make a booking via our online booking system (ThinkBooker)
- You complete enquiry or registration forms
- You contact us by email, phone, or social media
- Your child attends our sessions or events
- You enter into an agreement with us
- You provide information required for safeguarding or legal purposes

Online Booking System – ThinkBooker

We use ThinkBooker as our secure online booking and payment system.

- ThinkBooker acts as a Data Processor on our behalf
- They process booking, contact, and payment data securely
- ThinkBooker complies with UK GDPR and data protection requirements

Kids Adventure Days remains responsible for how your data is used.

Why We Use Your Personal Data

We use personal data to:

- Manage bookings and attendance
- Ensure children's health, safety, and well-being
- Communicate important information with parents and schools

- Meet safeguarding and legal obligations
- Manage payments and refunds
- Improve our services
- Maintain accurate records

If you choose not to provide the required information, we may be unable to provide our services safely.

Lawful Basis for Processing

We process personal data under the following lawful bases:

- Consent – for photos, marketing, and optional communications
- Contract – to deliver booked services
- Legal obligation – safeguarding, insurance, and regulatory requirements
- Legitimate interest – running our childcare and events business safely and effectively

How We Store and Protect Data

- Data is stored securely on password-protected systems
- Access is restricted to authorised staff only
- Paper records (if used) are stored securely
- We do not store unnecessary data
- Data is regularly reviewed and securely deleted when no longer required

Who We Share Data With

We only share personal data when necessary and appropriate, including:

- Staff delivering sessions or events
- Schools or venues hosting the provision

- Emergency services (if required)
- Regulatory bodies were legally required
- Our booking system provider (ThinkBooker)

We do not sell personal data to third parties.

How Long We Keep Data

- Children's and booking records are retained in line with safeguarding and legal requirements
- Financial records are retained for accounting purposes
- Data is securely deleted when no longer required

Your Rights

Under data protection law, you have the right to:

- Request access to your personal data
- Request correction of inaccurate data
- Request deletion of data (where legally possible)
- Withdraw consent at any time
- Object to certain types of processing
- Request data portability

Requests should be made in writing using the contact details below.

Photography and Media

Photos and videos are taken only with explicit parental consent and used in line with our Photography and Social Media Policy.

Contact Us

If you have any questions about this policy or your data, please contact:

Kids Adventure Days

Email: Support@kidsadventuredays.com

Policy Review

Last reviewed: November 2025

Next review due: November 2026