

Baby Zone GDPR statement

Baby Zone requests some personal information to help us run our group. We use the information in the following ways:



Baby's name	This is for the purpose of knowing who is attending our group and so we know how to address you.
Parent (accompanying carer)'s name	
Family name	
Date of Birth (baby's)	To help us to plan age appropriate sessions and activities, and to group together babies of similar ages/stages.
Email contact	To confirm bookings, send group reminders of sessions, special events coming up (including those in the community and church) and other information you need to know or request. We always send group emails Bcc so as not to reveal other families' addresses. Occasionally we may send a personal message if we know you are awaiting some news, have been unwell, have asked us to pray for you, or we've not seen you for a while etc. or if you have asked us to. We may forward you a message from another mum if they ask us to and we feel it is appropriate, but will not give them your details unless you ask us to.
Telephone contact	We may need to contact you quickly if we need to cancel or if we think you have left something behind. Occasionally we may give you a quick call (or text) to check in if we know you are awaiting some news, or have been unwell etc.

You do not have to provide any of this information if you do not wish to (except for the purposes of NHS Test and Trace). ***From September 2020 we may be required to pass your contact details to the NHS Test and Trace service.***

How we store this information

Since November 2020, we keep an electronic register for our groups. This is accessible during sessions to ensure data is up to date. If I am unavailable I will pass a list of names to my team so they know who has booked. I will ask them to keep a paper register for fire safety and NHS Test and Trace purposes. This will be destroyed once the electronic register has been updated.

Our data processors are Amazon Web Services, Mailgun and Google. We do not disclose your data to other parties apart from those who are running Baby Zone (and where required, NHS Test and Trace). We will never pass your information to any other outside or third party without your prior consent.

We will keep your details for approximately one year after you leave (baby turns one).

If at any time you wish to see the information that we hold regarding you; or that of the child that you brought along, then please speak to me (Emma Eade) and I will show you all we hold.

You can request for your information to be removed, or changed at any time. Just let us know.

God bless,
Emma Eade *Baby Zone Team*
Last updated: 28/07/2021