



The Little Atelier

Latest update : 24-Sep-26

1. About This Privacy Policy

The Little Atelier ("TLA", "we", "us" or "our") is committed to protecting the privacy and personal information of the children and families who use our services.

This Privacy Policy explains what personal information we collect, why we collect it, how we use and protect it, and the rights you have in relation to your personal information.

The Little Atelier provides after-school art and sewing clubs, holiday camps and other creative activities for children.

For the purposes of UK data protection law, The Little Atelier is the data controller for the personal information we collect and use in connection with our activities.

If you have any questions about this Privacy Policy or how we use personal information, please contact:

The Little Atelier

Email: thelittleatelier.london@gmail.com

2. Information We Collect

Depending on the activity and the information required to provide it safely, we may collect personal information including:

Information about parents and carers

- Name
- Email address
- Telephone number
- Home address where required
- Relationship to the child
- Emergency contact details
- Details of people authorised to collect a child
- Booking and payment information
- Communications with The Little Atelier

Information about children

- Full name
- Date of birth and age



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- Home address where required
- School and year group where relevant
- Attendance and booking information
- Medical conditions and allergies
- Emergency medication requirements
- Special educational needs, disabilities or additional support needs
- Behavioural, developmental or other information relevant to safe participation
- Emergency contact information
- Collection arrangements
- Photographs or videos where appropriate consent has been provided
- Other information provided by a parent or carer that is relevant to the child's safety, wellbeing or participation in our activities

We aim to collect only the information reasonably necessary to provide our activities safely and effectively.

3. Why We Use Personal Information

We may use personal information to:

- Process and manage bookings and payments
- Provide our clubs, camps and other activities
- Maintain registers and attendance records
- Contact parents or carers about bookings or activities
- Manage collection arrangements
- Respond to enquiries
- Protect children's health, safety and wellbeing
- Understand and appropriately support medical, allergy, SEND or other additional needs
- Respond to accidents, illnesses, emergencies or safeguarding concerns
- Maintain appropriate records of accidents, incidents or safeguarding matters
- Manage cancellations, refunds or customer credits
- Meet our legal, safeguarding, insurance and administrative obligations
- Improve and administer our services

We will not use children's personal information for purposes that are incompatible with those for which it was collected.

4. Our Lawful Basis for Using Personal Information

We process personal information only where we have a lawful basis to do so.

Depending on the circumstances, this may include:



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Contract: where the information is necessary to manage a booking or provide an activity that has been booked.

Legal obligation: where we need to use or retain information to comply with applicable legal or regulatory requirements.

Legitimate interests: where it is reasonably necessary for the safe and effective operation of The Little Atelier, provided those interests do not override the rights and interests of the individuals concerned.

Consent: where we specifically ask for permission, for example for certain uses of photographs or videos.

Some information relating to a child's health, medical conditions or allergies is considered special category personal data and receives additional protection under data protection law. We only collect and use this information where it is necessary and where an appropriate lawful basis and special category condition applies.

5. Medical, Allergy and Additional Needs Information

We ask parents and carers to provide relevant information about medical conditions, allergies, emergency medication, disabilities, special educational needs and other additional needs where this may affect a child's safety, wellbeing or participation.

This information is used only where reasonably necessary to help us provide activities safely and appropriately.

Relevant information may be made available to members of staff or helpers who need to know it in order to support the child safely.

In an emergency, relevant information may also be shared with emergency services or healthcare professionals where necessary to protect the child's health or safety.

6. Booking and Payment Providers

We may use third-party service providers to help manage bookings, payments and administration.

Our online booking and management platform is provided by Pebble (Sprout Care Limited). When you make a booking through Pebble, information relating to you and your child may



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be collected and processed through the Pebble platform and made available to The Little Atelier for the purposes of administering and providing the booked activity.

Pebble also processes certain information in accordance with its own privacy policy and applicable data protection obligations.

Payment information may be processed by third-party payment providers used through the booking platform. The Little Atelier does not normally receive or store full debit or credit card details.

7. Sharing Personal Information

We do not sell personal information.

We may share personal information where reasonably necessary with:

- Staff, helpers or volunteers who need the information to carry out their role safely
- Our booking, payment and technology service providers
- Schools or venues where necessary for the safe administration of an activity
- Emergency services or healthcare professionals where necessary
- Safeguarding authorities, local authorities, the police or other relevant agencies where there is a safeguarding concern or legal requirement
- Professional advisers, insurers or other organisations where reasonably necessary for legal, insurance or regulatory purposes

We only share information where there is an appropriate reason to do so and aim to limit what is shared to what is necessary.

8. Photographs and Videos

Photographs or videos of children will only be used for promotional or marketing purposes where appropriate parental or guardian consent has been obtained.

Photography and video consent is managed separately from acceptance of our general Terms & Conditions.

Parents and guardians may withdraw consent for future use by contacting The Little Atelier.

Withdrawal of consent will not necessarily affect material that was lawfully used or published before consent was withdrawn.



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We may also photograph children's artwork for educational, record-keeping or promotional purposes. Where artwork contains identifying information, we will take reasonable steps to protect the child's privacy.

9. How We Protect Personal Information

We take reasonable organisational and technical measures to protect personal information against unauthorised access, loss, misuse, alteration or disclosure.

Access to sensitive information, including medical, additional needs and safeguarding information, is limited to those who reasonably need it for their role.

Safeguarding records are handled securely and separately from general administrative records where appropriate.

10. How Long We Keep Information

We keep personal information only for as long as reasonably necessary for the purpose for which it was collected and to meet any legal, safeguarding, insurance, accounting or regulatory requirements.

Different types of records may need to be retained for different periods.

When personal information is no longer required, we will take reasonable steps to delete, destroy or anonymise it securely.

11. Your Data Protection Rights

Depending on the circumstances, you may have rights under UK data protection law, including the right to:

- Ask for access to personal information we hold about you or your child
- Ask us to correct inaccurate or incomplete information
- Ask us to delete personal information in certain circumstances
- Ask us to restrict the way we use personal information in certain circumstances
- Object to certain uses of personal information
- Request transfer of personal information where applicable
- Withdraw consent where we rely on consent to process information

These rights are not absolute and may depend on the circumstances and the legal basis on which the information is being processed.



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To exercise any of these rights, please contact us at thelittleatelier.london@gmail.com.

12. Children's Privacy

Because our activities are designed for children, we recognise that children's personal information requires particular care and protection.

We aim to collect only information that is reasonably necessary to provide our activities safely and appropriately and to use that information in the best interests of the children attending our activities.

Parents and carers are responsible for ensuring that information provided when making a booking is accurate and up to date and that they have authority to provide information relating to the child and any other individuals included in the booking.

13. Complaints

If you have concerns about how The Little Atelier has handled personal information, please contact us first at:

thelittleatelier.london@gmail.com

You also have the right to raise a concern with the Information Commissioner's Office (ICO), the UK's data protection regulator.

14. Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our services, booking systems, legal requirements or data protection practices.

The latest version will be made available through our website or booking system as appropriate.