

Privacy Notice for Parents, Guardians & Young People

School of Dough CIC – Cooking Classes for Children & Youth

Last updated: 17 Dec 2025

1. Who we are

School of Dough is a Community Interest Company based in the UK. We run cooking classes and related activities for children and young people.

Contact details:

- Email: schoolofdoughcic@gmail.com
- Phone: 07553384523
- Address: 16 Fore St, St Dennis, PL26 8AF
- Data Protection Lead: Francesco Rigolli (Director)

We are the Data Controller, which means we decide how personal information is used.

2. The personal data we collect

We collect and use only the information needed to safely run our cooking sessions.

For children and young people:

- Name, age
- Emergency contact details
- Relevant health information (e.g., allergies, dietary needs, medical notes needed for safety)
- Attendance records
- Any incidents/accidents during sessions
- Photos or videos only if you give consent

For parents/guardians:

- Name and contact details
- Booking/payment information (if applicable)
- Consents and communication preferences

For safeguarding purposes:

- Notes relating to concerns, referrals, or actions taken (restricted access only)

3. Why we collect your data (our purposes)

We use your information to:

- Register children for classes
- Keep children safe during sessions

- Contact parents/guardians in an emergency
- Manage bookings, payments, and communication
- Provide reasonable adjustments based on health/dietary needs
- Report safeguarding concerns where required
- Improve our services and demonstrate impact
- Share photos/media only with your explicit consent
- Send optional updates about future activities (only if opted-in)

4. Lawful bases for using your data

Under UK GDPR, we rely on:

- Contract – to provide the class you book
- Legitimate Interests – to run and improve our services
- Consent – for media/photos and optional marketing
- Legal obligation – for safeguarding, health & safety, and finance records
- Vital interests – to protect a child in an emergency (e.g., sharing with paramedics)

For health/dietary information (special category data), we rely on:

- Explicit consent, or
- Vital interests where consent cannot be obtained
- Safeguarding-related bases where necessary

5. Who we share information with

We only share information when necessary and lawful, such as:

- Emergency services (e.g., ambulance, paramedics)
- Local authority or police for safeguarding
- Funders (in anonymised form only)
- Service providers such as:
 - Booking or scheduling platforms
 - Email communication systems
 - Payment processors

All providers follow data protection rules and have agreements with us.

We do not sell or trade your personal data.

6. How long we keep your data

We keep personal data only as long as necessary.

Typical retention periods:

- Registrations & attendance: current year + 3 years
- Health/allergy info: only while the child is attending
- Accident/incident records: 3–7 years (depending on seriousness/insurance)
- Safeguarding records: until the child turns 25 (minimum)
- Photos/media: only while used and until consent is withdrawn
- Finance records: 6 years (legal requirement)

After these periods, data is securely deleted or shredded.

7. Your rights

You and/or your child (depending on age and understanding) have rights over your personal data, including:

- Access to your information
- Correction of inaccuracies
- Deletion (in some cases)
- Restriction or objection to certain uses
- Withdrawal of consent at any time
- Data portability
- To complain to the ICO

To exercise rights: email [privacy@yourcic.org].

Information Commissioner's Office (ICO): www.ico.org.uk

8. Photography and media

We will only take or use photos/videos if you give clear, written consent.

You can withdraw this at any time by contacting us.

We never publish children's surnames or identifying details alongside images.

9. Safeguarding

If a safeguarding concern is raised, we may share necessary information with relevant agencies. This is a legal requirement and does not require consent.

We store safeguarding records securely and limit access to authorised staff only.

10. How we keep your data safe

We use a range of technical and organisational measures, including:

- Secure password-protected systems
- Encryption where appropriate
- Restricted access on a need-to-know basis
- Lockable storage for paper records
- Staff and volunteer training
- Regular reviews of data security

11. Changes to this privacy notice

We may update this notice from time to time. The latest version will always be available on our website or provided on request.

