

Data Protection & Privacy Policy (GDPR)



Purpose of This Policy

Playbox Events Stoke Ltd is committed to protecting the personal data of all individuals we interact with, including children, parents/guardians, customers, and staff.

This policy explains how we collect, use, store, and protect personal data in accordance with:

- The Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)

We are committed to ensuring that personal data is handled lawfully, fairly, and transparently at all times.

Scope of This Policy

This policy applies to:

- All employees, contractors, and representatives of Playbox Events Stoke Ltd
- All personal data processed by the business

This includes data relating to:

Parents/Guardians

- Name, address, email, phone number

Children/Participants

- Name, date of birth, age
- Medical or safeguarding information (where necessary)
- Media consent preferences (photos/videos)

Booking Information

- Event bookings (past, current, future)

Staff & Applicants

- Contact details
- Employment records
- Qualifications and payroll information

Data Protection Principles

Playbox Events Stoke Ltd adheres to the seven UK GDPR principles:

1. **Lawfulness, Fairness & Transparency**
We process personal data lawfully and clearly explain how it is used.
2. **Purpose Limitation**
Data is collected only for specified, legitimate purposes.
3. **Data Minimisation**
We only collect data that is necessary.
4. **Accuracy**
We keep personal data accurate and up to date.
5. **Storage Limitation**
Data is retained only as long as necessary.
6. **Integrity & Confidentiality (Security)**
We use appropriate security measures to protect data.
7. **Accountability**
We take responsibility for compliance and can demonstrate it.

Lawful Basis for Processing

We only process personal data where a lawful basis applies under Article 6 UK GDPR:

- **Consent** – e.g., media consent for children’s photos/videos
- **Contract** – e.g., delivering booked events
- **Legal obligation** – e.g., safeguarding or insurance requirements
- **Vital interests** – protecting someone’s safety
- **Legitimate interests** – running and improving our services (balanced against individual rights)

Children's Data & Media Use

As Playbox Events works with children, we take extra care:

- We only collect children's data where necessary
- **Parental/guardian consent is always required** for media (photos/videos)
- We do **not publish children's full names alongside images**
- Parents can:
 - Refuse consent
 - Withdraw consent at any time
 - Request removal of images

Data Security

We implement appropriate security measures, including:

- Secure digital storage systems
- Restricted access to personal data
- Staff training on data protection
- Secure disposal of data when no longer required

Data Retention

Personal data is only kept for as long as necessary, including:

- Booking records – for operational and legal purposes
- Media content – until consent is withdrawn or no longer required
- Staff data – in line with employment law

We regularly review and securely delete outdated data.

Individual Rights

Under UK GDPR, individuals have the right to:

1. Be informed about how their data is used
2. Access their personal data
3. Correct inaccurate data
4. Request deletion ("right to be forgotten")
5. Restrict processing
6. Data portability
7. Object to processing

8. Rights related to automated decision-making (if applicable)

Requests can be made via the contact details below.

Data Breaches

In the event of a data breach:

- All breaches will be recorded and assessed
- High-risk breaches will be reported to the Information Commissioner's Office (ICO) within 72 hours
- Affected individuals will be informed where required

We will take immediate steps to minimise any risk or harm.

Responsibility for Data Protection

Playbox Events Stoke Ltd is responsible for ensuring compliance.

Data Protection Contact:

Tim Sanders - Director

tim.sanders@playboxevents.co.uk

All staff are responsible for:

- Handling data appropriately
- Following this policy
- Reporting concerns or breaches immediately

Policy Review

This policy will be reviewed:

- Annually, or
- When there are significant changes to the business or legislation

Supporting Legislation

- Data Protection Act 2018
- UK GDPR
- ICO Guidance (www.ico.org.uk)