

# Privacy Policy

Implemented June 2025 | Version 1.1

**Atypical Community CIC & Atypical Creative Ltd.**

Effective Date: 30 March

2025 Last Updated: 01 June 2025

Atypical Creative Ltd and Atypical Community CIC ("we", "us", "our") are committed to protecting the privacy and security of all personal data collected through our website, registration processes, and services. This Privacy Policy outlines how we collect, use, store, and protect your personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

## Information We Collect

We may collect and process the following types of personal data:

- Full name, email address, telephone number
- Emergency contact information
- Participant or child's details (including age, medical needs or accessibility requirements)
- Demographic information such as location/postcode
- Consent for photography or media use
- Communication preferences

## How We Use Your Information

Personal data is used solely for the purposes for which it was provided, including:

- Administering bookings, classes, workshops, and events
- Providing relevant updates, schedules, and communications
- Ensuring the health, safety, and wellbeing of participants
- Promoting our work with consent (e.g. marketing, social media, reports)
- Processing payments or charitable donations

**We will never sell, share, or disclose your personal information to third parties without your consent, unless required to do so by law.**

## **Legal Basis for Processing**

We collect and process personal data based on:

- Consent (e.g. marketing communications)
- Contractual obligations (e.g. class registration)
- Legal requirements (e.g. safeguarding)
- Legitimate interests (e.g. operational efficiency)

## **Data Retention**

We retain personal information for as long as necessary to fulfil the purpose for which it was collected, including any legal, accounting, or reporting requirements. Unnecessary or outdated data will be securely deleted.

## **Security**

We take appropriate security measures to protect your data from unauthorised access, loss, misuse, or disclosure. Access to personal information is limited to authorised staff and volunteers on a need-to-know basis.

## **Your Rights**

Under data protection laws, you have the right to:

- Access your personal data
- Request correction or erasure of your data
- Object to or restrict processing
- Withdraw consent at any time

To exercise any of these rights, please contact us at: [Atypicalhub@outlook.com](mailto:Atypicalhub@outlook.com)

## **Cookies and Website Usage**

Our website may use cookies to enhance user experience. You may manage your cookie preferences via your browser settings.

## **Contact Us**

If you have any questions or concerns regarding this Privacy Policy or the use of your data, please contact:

Atypical Creative Ltd / Atypical Community CIC

Email: [Atypicalhub@outlook.com](mailto:Atypicalhub@outlook.com)

