



— OFFICIAL COMPANY DOCUMENT —

privacy

policy



Camp 4 Champs Ltd

Company No. 10035921

85 Great Portland Street, London, W1W 7LT

● REGISTERED OFSTED PROVIDER

VERSION

v1 2026

ISSUE DATE

01 June 2026

REVIEW DATE

1 May 2027

APPROVED BY

Directors (DSL & DDSL)

1 | purpose

This Privacy Policy explains how Camp 4 Champs Ltd collects, uses, stores and protects personal data as part of its day-to-day operations, in line with UK GDPR and data protection legislation.

This policy applies to personal data relating to children, parents and carers, staff, volunteers and contractors.

2 | data controller

Camp 4 Champs Ltd is the Data Controller for all personal data processed as part of its operations.

Registered office: 85 Great Portland Street, London, W1W 7LT

Data protection enquiries should be directed using the contact details provided by Camp 4 Champs.

3 | personal data we process

Camp 4 Champs processes personal data provided by parents or carers in relation to a child, including:

- child registration and attendance details
- emergency contact information
- medical, allergy, send and safeguarding information
- behaviour and incident records where required

We also process personal data relating to:

- Parents and carers (contact and communication details)
- Staff and volunteers (recruitment, employment and safeguarding records)
- Contractors and external providers where applicable

Camp 4 Champs does **not** collect personal data directly from children online or in writing without parental involvement.

4 | how we use personal data

Personal data is used to:

- Deliver childcare services safely and effectively
- Meet safeguarding and welfare obligations
- Communicate with parents and carers
- Manage staffing, supervision and compliance
- Meet legal, regulatory and insurance requirements

5 | lawful basis for processing

Personal data is processed under one or more of the following lawful bases:

- **Contract** – to deliver booked services
- **Legal obligation** – including safeguarding and record-keeping duties
- **Vital interests** – to protect health and safety
- **Legitimate interests** – for operational management and safeguarding
- **Consent** – where required, such as photography

Safeguarding data is handled with enhanced protection.

6 | data sharing

Personal data may be shared, where necessary, with:

- Medical professionals or emergency services
- Local Authority safeguarding partners
- Ofsted and regulatory bodies
- Insurers and professional advisers

Data is shared only where lawful and necessary.

7 | data retention

Personal data is retained in line with the Camp 4 Champs Data Retention Policy, which sets out specific retention periods for different record types, including safeguarding, accident and personnel records.

8 | data security

Camp 4 Champs takes appropriate technical and organisational measures to protect personal data, including:

- Secure storage systems
- Restricted access to authorised personnel
- Separation of safeguarding records
- Staff training and confidentiality expectations

9 | data subject rights

Individuals have rights under UK GDPR, including the right to:

- Access personal data
- Request correction of inaccurate data
- Request erasure where applicable
- Restrict or object to processing
- Lodge a complaint with the Information Commissioner's Office (ICO)

Requests are handled in line with data protection law, with safeguarding exemptions applied where necessary.

10 | data breaches

Any personal data breach is managed in line with the Camp 4 Champs Data Breach Response Policy, including assessment, notification and recording where required.

11 | review

This policy is reviewed annually or sooner if legislation, guidance or operational practice changes.

– E N D O F P O L I C Y –