



Privacy Policy

Little Creatives delivers FUNdango Holiday Clubs and Creative work in schools. This privacy policy explains how we use any personal information we collect about you.

FUNdango Holiday Clubs

What information is collected?

All bookings are made through our booking system BookWhen, which collects the following information.

- Name
- Address
- Telephone Number
- Email
- Emergency Contact
- Little Creative Name
- Date of Birth
- Health and Wellbeing information

This information is collected to enable your booking to be completed and to allow the safe participation at the FUNdango Holiday Club.

GDPR Lawful Basis Contract

Processing is necessary for the completion of the booking (contract) and for the safe participation within the FUNdango Holiday club.

How is the information stored?

The information is stored in the BookWhen system. When the FUNdango Holiday Club is taking place a register is created which is kept safely by the Lead Facilitator each night. This is in case of any emergency so that all staff can access the information needed quickly. This register is securely disposed of after the FUNdango Holiday Club has taken place.

How is your information used?

The information allows us to enable a safe running of our holiday clubs and ensures that all participants get the maximum fun out of their time with us!

Future Contact

If you have given your consent, your email address will be added to our mailing list and we will send emails regarding future clubs and opportunities with Little Creatives. You can ask to be removed from our mailing list at any time by emailing gladmin@littlecreatives.co.uk

Images

If you have given your consent, images will be taken of your young person participating in the Little Creatives activities and used for promotion and marketing of future Little Creatives, Enable 2 Create and the work of Sarah Cuthbertson. If at any time you wish to withdraw your consent all images of your young person will be deleted and no longer used.

GDPR Lawful Basis Consent

The individual has given clear consent for you to process their data for a specific purpose. Consent gathered within booking form on BookWhen. If consent has been given post booking it must be done in writing.

Withdrawing consent

At any time you wish to withdraw your consent for inclusion on our mailing list or for the images taken during Little Creatives Holiday Clubs you can do so by emailing gladmin@littlecreatives.co.uk, your request will be completed within five working days.

How long do we keep your information?

Any paper document is securely disposed of after the FUNdango Holiday Club has taken place. Your information is kept on the BookWhen system and will be saved for six years after your young person last attended.

Do we give your information to anyone else?

NEVER!

Creative Agents in Schools

After school clubs

We retain no information regarding young people who we work with in school or who attend our After School Clubs; all information is retained by the school under their Privacy Policy.

In Schools

We retain no information regarding young people from our school work; all information is retained by the school under their Privacy Policy.

Access to your information, correction and erasure

If you would like access to the information that we store on file regarding yourself, you would like it to be amended, or have it completely erased then please email gladmin@littlecreatives.co.uk and your request will be carried out within seven working days.

Changes to our privacy policy

You will be informed by email prior to any changes to our policy.

Contact

How to contact us If you would like to contact us at any time then you can do so by emailing sarah@littlecreatives.co.uk or by calling 07543 259 926.

Complaint

How to make a complaint If you feel that we have handled your data incorrectly, or unlawfully, in a way that cannot be resolved, you can complain to the Information Commissioner's Office www.ico.org.uk at any time.

This policy was last updated in September 2025 and will be reviewed every 12 months.