

The Surrey Circus Centre

Privacy Policy

Last updated: 03 October 2025

Introduction

This Privacy Policy explains how *The Surrey Circus Centre* (“we”, “our”, “us”) collects, uses, stores, and protects your personal information.

We are committed to safeguarding your privacy and complying with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

1. Who we are

The Surrey Circus Centre provides circus arts and aerial classes. The school is **owned and operated by Alissa Blackledge**, who is the data controller responsible for your personal information.

Contact details:

- **Name:** Alissa Blackledge
 - **Phone:** 07845 267 739
 - **Email:** surreycircuscentre@gmail.com
 - **Location:** Surrey, United Kingdom
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2. What information we collect

We may collect the following categories of personal data:

- Parent/guardian details (name, phone number, email address, home address)
- Child’s details (name, date of birth, age)
- Medical and health information relevant to safe participation

- Emergency contact details
 - Booking, attendance and payment records
 - Photo/video consent preferences
 - Communications between you and us (emails, forms, messages)
 - Website usage information (cookies, IP address, analytics data)
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3. Why we collect your data

We process your personal data in order to:

- Manage bookings, memberships and class registers
 - Ensure participant safety, including medical emergencies
 - Comply with insurance, safeguarding and legal requirements
 - Contact you about your booking or child's participation
 - Send updates, newsletters and marketing communications (only with your consent)
 - Maintain business records for accounting and tax purposes
 - Manage photo/video consent in line with your preferences
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4. Where your data is held

- Our booking system (**TeamUp**)
- Secure, password-protected devices used by staff
- Secure payment providers (**Stripe, GoCardless, etc.**) — we do not store full card details

Access is limited to authorised staff only.

5. How long we keep your data

We keep your information only for as long as is necessary:

- **Booking and attendance records:** up to **7 years** (for insurance, safeguarding and tax purposes)
 - **Medical details:** kept only for the duration of participation and deleted when no longer needed
 - **Marketing contact details:** until you withdraw your consent
 - **Photo/video consent:** retained while images are in use or until consent is withdrawn
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6. Sharing your data

We do not sell or rent your information. We may share data only where necessary:

- With our booking and payment providers (TeamUp, Stripe, GoCardless)
 - With insurers, safeguarding authorities, or legal bodies if required by law
 - With medical professionals in an emergency
 - With authorised staff or instructors for class delivery
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7. Legal basis for processing

We process data under these lawful bases:

- **Contract** – to provide the classes and services you have booked
 - **Legal obligation** – for insurance, safeguarding, and tax compliance
 - **Vital interests** – to protect children in emergencies
 - **Legitimate interests** – to run the business effectively
 - **Consent** – for optional matters such as photo/video use and marketing communications
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8. Your rights

You have the right to:

- Access the data we hold about you
- Request corrections if data is inaccurate
- Request deletion of your data (unless retention is required by law)
- Withdraw consent at any time (for marketing or photo use)
- Object to certain uses of your data
- Complain to the **Information Commissioner's Office (ICO)** if you are unhappy with how we use your data

To exercise your rights, contact **surreycircuscentre@gmail.com** or 07845 267 739.

9. Cookies and website use

Our website may use cookies and analytics tools to collect standard internet log information (such as IP addresses, browser type and browsing activity). This helps us improve our website and services. You can adjust your browser settings to refuse cookies, although some features may not work as intended.

10. Media consent

Photo and video consent is requested separately during registration. If granted, images may be used for Surrey Circus Centre promotional materials, website, and social media. Consent can be withdrawn at any time.

11. Changes to this policy

We may update this Privacy Policy occasionally. The latest version will always be available on our website, and significant changes will be communicated directly to you.

12. Contact us

If you have any questions about this Privacy Policy or your personal data, please contact:

The Surrey Circus Centre

Contact: Alissa Blackledge

 07845 267 739

 surreycircuscentre@gmail.com