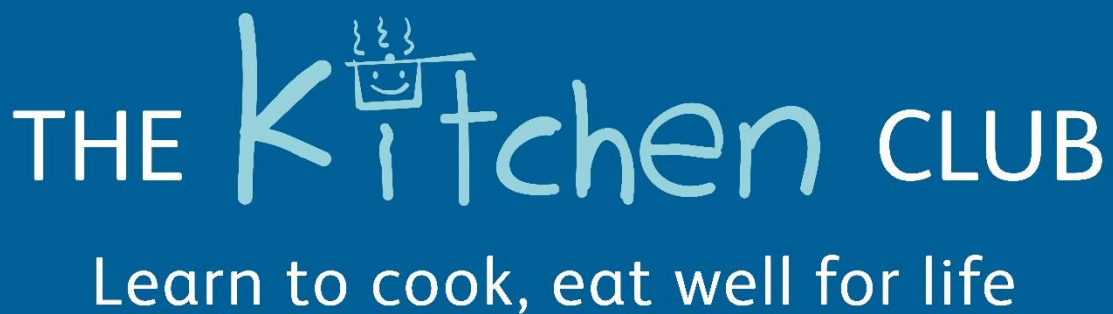


**The Kitchen Club's
Privacy & Safeguarding
Policy
In regards to
Data Protection
Photos and Social Media**

The logo for The Kitchen Club is displayed within a blue rectangular box. It features the text "THE Kitchen CLUB" in a white, sans-serif font. The word "Kitchen" is written in a larger, more stylized font, with a small icon of a smiling face with steam rising from it, positioned above the letter 'i'. Below the main text, the tagline "Learn to cook, eat well for life" is written in a smaller, white, sans-serif font.

THE **K**itchen CLUB
Learn to cook, eat well for life

As an interested member of The Kitchen Club, the privacy and security of your personal information is very important to us as well as the privacy of your children. This privacy and safeguarding policy explains why we collect your personal data, our use of photos on social media, and verifies that you can be confident about giving us your information.

The Kitchen Club obtains personal data for the strict purpose of allergy/dietary intolerances and contact information for children that attend our events. Whilst we do store the data, it is never shared with a third party.

Personal Data:

Your activities and involvement with The Kitchen Club result in personal data being created.

When parents register their child for an event, hosted by The Kitchen Club, we ask for personal data including the child's name, age, birth date, school, parent's email, contact information, address, any allergies or dietary intolerances of the child attending and the registered doctor in case of an emergency.

Data is used internally as a marketing tool for understanding the age range and geographical location of our attendees. This helps us determine the cooking ability & location for future events.

School information is obtained to help us determine if there is substantial interest or potential to offer our services to a particular school. Unless permission is obtained by parents, we will not use names of children when promoting our services to a child's school.

Parent email addresses are used to market and promote future events including:

- Holiday Workshops for children ages 6 to 12
- 'Learn to Cook' for Secondary & College Leavers
- Saturday Workshops, age varies
- Birthday Parties/Promotional Events/Smoothie Bike
- New Class Offerings for any age range

We will not ever share your data with a third party.

The Kitchen Club does take photos during cooking events and sessions to help promote and advance the initiative to teach children about cooking and nutrition in England.

Photographs and videos:

It is the policy of The Kitchen Club, that no one should take photographs of children or young people without the written consent of that child's parent or carer and the consent of that child where they are old enough to give consent.

Where photographs are to be taken, consent will be gained from parents and carers in advance, using an agreed form.

All photos and videos taken for The Kitchen Club will be stored securely on devices belonging to TKC. No photo or video will be left stored on personal photography or videography equipment.

No photo will be taken, shared or used for any purpose which shows a child in any state of undress.

Children will not be named in publicity related to photographs or video unless there is specific consent sought and agreed upon by parent.

Where an event may be photographed and is open to the public; signs will be displayed noting that photographs and or video may be taken and inviting anyone not wishing to be in any photos or video used to make this known to a named person. The photographer/ videographer will be named on these signs and will wear ID.

Only those delegated with that responsibility by The Kitchen Club may ask for parental consent and arrange the taking of any photo or video.

Social Media:

The Kitchen Club can only use its social media account to publicise or communicate regarding their group or activity and the following will apply:

- The account shall not be a personal account belonging to any group member or leader; it will be a separate group account.
- More than one adult will be administrator for the account so that all content and messages can be seen by more than one adult.
- Steps are to be taken to prevent people outside the group having access to the names or personal details of anyone who is part of the group e.g. if a group Facebook page is used, the account settings should prevent group members being identified and any message sent to anyone other than the administrator.
- All those in a leadership role will ensure that their language is professional and appropriate e.g. not adding 'xx' to messages, not using nicknames that are not what the leader is called by everyone else.

Your control over your data:

If you wish to opt out of receiving promotional emails from The Kitchen Club, please email melissa@thekitchenclub.org.uk

In the event that you wish to change parental consent regarding photographs for the use of social media, please email melissa@thekitchenclub.org.uk

Any further enquiries should be addressed to meliny.tim@thekitchenclub.org.uk

Contact Information Regarding this Policy:

Meliny Tim, Founder & CEO, The Kitchen Club, 07980 143289