



GDPR & Photography Policy Olive Art House

The following GDPR & Photography Policy was updated July 2026.

1. Purpose

Olive Art House is committed to protecting the privacy of everyone who attends our workshops, events and activities.

We collect and use personal information fairly, lawfully and transparently in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who This Policy Applies To

- Participants
- Parents and carers
- Volunteers
- Workshop leaders
- Freelance facilitators
- Customers
- Mailing list subscribers

3. Information We May Collect

- Name
- Date of birth (where appropriate)
- Contact details
- Emergency contact information
- Medical information relevant to participation
- Accessibility requirements
- Photography consent
- Payment information
- Attendance records

We only collect information that is necessary.

4. Why We Collect Information

- Manage bookings
- Deliver workshops safely
- Contact participants
- Respond to enquiries
- Meet safeguarding responsibilities
- Manage emergency situations
- Send marketing where consent has been given
- Meet legal obligations



5. How Information Is Stored

Information may be stored securely using password protected systems or in locked storage where paper records are used. Only authorised people have access.

6. Sharing Information

We will not sell personal information. Information will only be shared where required by law, for safeguarding concerns, in a medical emergency or where necessary to deliver an activity.

7. Photography

Photography and video are managed under Olive Art House's Photography & Video Policy.

8. How Long Information Is Kept

Information is only kept for as long as necessary before being securely destroyed. Safeguarding records may be retained longer where legally required.

9. Your Rights

Individuals have the right to access their information, correct inaccurate information, request deletion where appropriate, withdraw consent and complain about how information is handled.

10. Contact

Jessie Coburn

Owner

Olive Art House

hello@olivearthouse.co.uk

07304058007

11. Review

This policy will be reviewed annually.

Signed by: Jessie Coburn

A handwritten signature in dark ink, consisting of a large, stylized 'J' followed by a series of loops and a horizontal stroke.