

Bitsi — Privacy Policy

Bitsi · St Mary's for All, 4 Auchingramont Road, Hamilton ML3 6JT · BitsiScotland@gmail.com · 07590 453 803 · bitsi.co.uk

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1. Who we are

Bitsi is a coding and robotics club for children in Hamilton, Lanarkshire. For the purposes of UK data protection law (UK GDPR and the Data Protection Act 2018), Bitsi is the data controller for the personal information described in this policy.

Contact: BitsiScotland@gmail.com · 07590 453 803 · St Mary's for All, 4 Auchingramont Road, Hamilton ML3 6JT.

2. What we collect

- **Booking information:** your name, email address, phone number, and your child's name, age/school stage and class or camp details — collected through our booking system, ClassForKids.
- **Health and support information:** medical conditions, allergies and additional support needs you share so we can look after your child properly. This is special category data and we treat it with extra care.
- **Emergency contacts** and the names of adults authorised to collect your child.
- **Photos and videos** of sessions — only where you have given consent at booking.
- **Messages** you send us via the website contact form, newsletter sign-up, email or phone.
- **Website analytics:** our website uses privacy-friendly, aggregated analytics (Vercel Insights). We do not use advertising trackers.

3. Why we use it (and our lawful bases)

- **To run your booking** — taking payment, managing places, contacting you about sessions (performance of a contract).
- **To keep children safe** — registers, emergency contacts, first aid and safeguarding records (legal obligation and legitimate interests; for health data, your explicit consent and protection of vital interests).
- **To support your child well** — using what you tell us about their needs (consent).
- **To share club news** — the newsletter, only if you sign up, and you can unsubscribe at any time (consent).
- **To celebrate what the children build** — photos/videos on our website or social media, only with consent, and never with a child's full name (consent).

4. Who we share it with

We never sell personal information. We share it only with:

- **ClassForKids** — our booking and payment platform, which processes booking data on our behalf under its own security and privacy commitments.
- **Service providers** that deliver our website forms and email (e.g. the form service that relays website messages to our inbox).

- **Authorities** — Social Work Resources, Police Scotland or health services, where safeguarding or the law requires it.

5. How long we keep it

- Booking records and registers: the current period plus up to 3 years.
- Accident and safeguarding records: as long as legally required, which can be longer.
- Photos/videos: until you withdraw consent or we stop using the image.
- Newsletter details: until you unsubscribe.

When information is no longer needed, we delete it securely.

6. Children's privacy

We collect information about children from parents and carers, not from children themselves. Children never need their own accounts to take part — all devices and platform logins used in sessions are Bitsi's own.

7. Cookies and website

Our website does not use advertising cookies. Video tutorials are embedded in YouTube's privacy-enhanced mode, which only sets cookies if you play a video. Analytics are aggregated and do not identify individuals.

8. Security

Personal information is stored in access-controlled accounts and shared within the team only on a need-to-know basis. Paper records (such as session registers) are kept to a minimum and stored securely.

9. Your rights

Under UK GDPR you have the right to:

- access a copy of your (or your child's) information;
- have inaccurate information corrected;
- have information erased, or its use restricted, where applicable;
- object to processing based on legitimate interests;
- withdraw consent at any time (e.g. photos, newsletter) — this doesn't affect earlier processing;
- complain to the Information Commissioner's Office: ico.org.uk · 0303 123 1113.

To exercise any of these, email BitsiScotland@gmail.com — we respond within one month.

10. Changes to this policy

We may update this policy from time to time; the latest version will always be on our website with the date above.