

Privacy Policy

Little Footsteps Hub – Privacy & Emotional Safety Policy

Effective Date: May 2025

1. Purpose

We are committed to protecting your privacy and ensuring emotional safety in every interaction. This policy outlines how we collect, use, store, and protect personal data in accordance with UK GDPR.

2. Data We Collect

- Contact details (name, email, phone)
- Advocacy or training-related information shared voluntarily
- Website usage data (cookies, analytics)
- Safeguarding notes (where relevant and lawful)

3. Legal Basis for Processing

We process data under the following lawful bases:

- Consent
- Legitimate interest
- Legal obligation (e.g. safeguarding referrals)

4. How We Use Your Data

- To respond to enquiries and provide support
- To deliver advocacy, training, and safeguarding services
- To improve our website and services
- To meet legal and safeguarding obligations

5. Data Sharing

We do not sell or share data for marketing. We may share data with:

- Safeguarding teams (if risk is identified)
- Legal authorities (if required)
- Collaborators (with consent)

6. Data Retention

We retain data only as long as necessary for service delivery or legal compliance.

- Advocacy notes: up to 6 years
- Contact forms: 12 months
- Safeguarding records: per statutory guidance

7. Your Rights

You have the right to:

- Access your data
- Request correction or deletion
- Object to processing
- Lodge a complaint with the ICO

8. Contact

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