

**Gamematesuk**  
**Privacy Notice for Parents, Carers and Young People**

**1. Who We Are**

Gamematesuk provides mentoring and gaming sessions for children and young people aged 8–21, including those with Special Educational Needs (SEN).

**2. The Information We Collect**

We collect only the information we need to run our sessions safely and effectively, such as:

- Your child's name, age, and contact details
- Information about learning or support needs (if relevant)
- Session attendance and progress notes
- Parent/carers name and contact details
- Payment details (if you are self-funding)

**3. Why We Collect This Information**

We use this information to:

- Provide safe and effective mentoring sessions
- Communicate with parents/carers and schools
- Keep accurate records for safeguarding and support
- Manage payments and bookings

**4. Sharing Information**

We will never sell your information or use it for marketing. We may share information with:

- Your child's school or local authority (if involved in their support)
- Health or safeguarding professionals, if legally required
- Secure IT providers who help us store information safely

**5. How We Keep Data Safe**

- Information is stored securely on password-protected systems.
- Paper records (if used) are locked away.
- Only authorised staff can access personal data.

**6. How Long We Keep Data**

- Children's records: up to 6 years after they leave our service (or longer if needed for safeguarding).
- Payment and financial records: 7 years (for tax and accounting).
- After this, all data is securely deleted.

## **7. Your Rights**

You (or your child, if over 16) have the right to:

- See the information we hold about you
- Ask us to correct anything that's wrong
- Ask us to delete information (where legally possible)
- Ask us to share information with another service

## **8. Contact Us**

If you have any questions or want to use your data rights, please contact:

### **Data Protection Officer**

Gamematesuk

Email: [gamematesuk@outlook.com](mailto:gamematesuk@outlook.com)

Phone: [Insert Phone]

If you are not happy with how we use your data, you can also contact the Information Commissioner's Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk).

Approved by: **Thomas Williams**

Date: **19 August 2025**