

GDPR Policy

Last Updated March 2026

Babigloo is.....

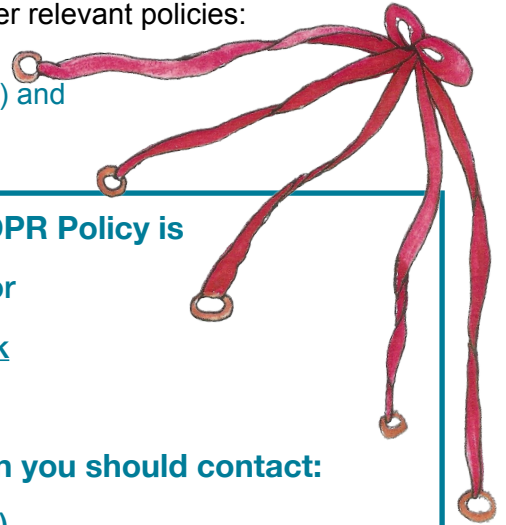
a project which delivers therapeutic music-led sessions to parents and children 0-12 months at a child's most vulnerable age. Each baby is accompanied by an adult/parent or carer; and if necessary, support from someone.

The first priority of Babigloo must always be the safety and welfare of participants and team

The very nature of the work of Babigloo music for Babies is that every baby and their family should have access to the formative and transformative qualities of music in our lives. Babigloo includes the handling of all personal information (including social media posts/messages, photographic images, videos and emails) as part of it's safeguarding and health and safety responsibilities.

This document should be read in conjunction with Babigloo's other relevant policies:

- SAFEGUARDING
- IDEAS (INCLUSION, DIVERSITY, EQUITY AND ACCESS) and
- HEALTH AND SAFETY



Babigloo's Designated lead for our GDPR Policy is

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This document is for everyone:

- Babies as active co-creators
- Parents attending Babigloo sessions,
- Babigloo Music Leaders,
- Babigloo Guest musicians,
- Babigloo Directors
- Administrator
- Organisation Partners.

We work with our key partners in delivering our sessions especially Early Years Practitioners in local authority Family Hubs and therefore refer to that venue's policies and procedures.

Babigloo has an active online presence providing regular posts to celebrate our work and engage existing participants and new parents on Facebook and Instagram and filmed Babigloo leaders sessions stored on YouTube.

The Co-Directors will monitor social media posts and related comments and report any concerns to the DSL for GDPR.

REMEMBER: *Safeguarding is a continuous process - Significant changes in the working environment requires a re-assessment of the work*

updated March 2026

Review Date: This policy will be reviewed once a year:
March 2028

- Participant permissions for photographs and/or filming are always sought prior to each programme or event. Images are held for 3 years and then deleted.
- Participants can withdraw film/photo

The Aim of our Guidelines and Procedures is to protect everyone involved in Babigloo from harm

Definitions

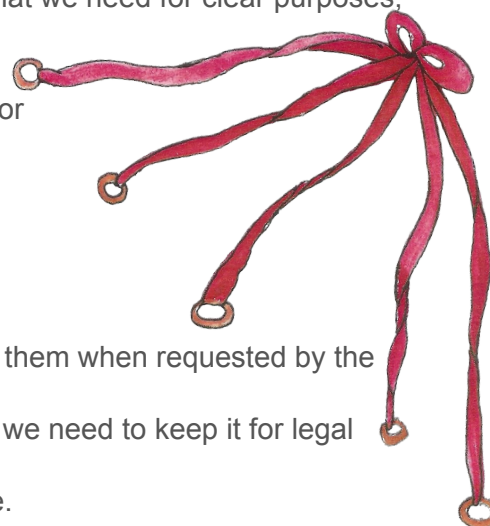
- Personal data is information about a person which is identifiable as being about them. It can be stored electronically or on paper, and includes images and audio recordings as well as written information.
- Data protection is about how we, as an organisation, ensure we protect the rights and privacy of individuals, and comply with the law, when collecting, storing, using, amending, sharing, destroying or deleting personal data. Some children have needs that arise from a disability, or may have parents that are affected by disability. Some children come from families who experience social exclusion or severe hardship; some have to face discrimination and prejudice because of their ethnicity, the languages they speak, their religious or belief background, their gender or their impairment.

Babigloo understands that these factors affect the well-being of children and can impact on their learning and attainment.

We are committed to anti-discriminatory practice to promote INCLUSION, DIVERSITY, EQUITY AND ACCESS for all children and families.

Overall policy statement

- Babigloo Music for Babies needs to keep personal data about its Directors, team members, volunteers, participants and supporters in order to carry out its activities.
- We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect people's privacy and comply with the UK General Data Protection Regulation (GDPR) and other relevant legislation.
- We will only collect, store and use the minimum amount of data that we need for clear purposes, and will not collect, store or use data we do not need.
- We will only collect, store and use data for:
 - ✱ purposes for which the individual has given explicit consent, or
 - ✱ purposes that are in our our group's legitimate interests, or
 - ✱ contracts with the individual whose data it is, or
 - ✱ to comply with legal obligations, or
 - ✱ to protect someone's life, or
 - ✱ to perform public tasks.
- We will provide individuals with details of the data we have about them when requested by the relevant individual.
- We will delete data if requested by the relevant individual, unless we need to keep it for legal reasons.
- We will endeavour to keep personal data up-to-date and accurate.
- We will store personal data securely.
- We will keep clear records of the purposes of collecting and holding specific data, to ensure it is only used for these purposes.
- We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.
- We will endeavour not to have data breaches. In the event of a data breach, we will endeavour to rectify the breach by getting any lost or shared data back. We will evaluate our processes and understand how to avoid it happening again. Serious data breaches which may risk someone's personal rights or freedoms will be reported to the Information Commissioner's Office within 72 hours, and to the individual concerned.



- To uphold this policy, we will maintain a set of data protection procedures for our directors, team members and volunteers to follow.

Data Protection Procedures

General procedures

- Data will be stored securely. When it is stored electronically, it will be kept in password protected files. When it is stored online in a third party website (e.g. Google Drive) we will ensure the third party comply with the UK GDPR. When it is stored on paper it will be filed carefully in a locked filing cabinet.
- When we no longer need data, or when someone has asked for their data to be deleted, it will be deleted securely. We will ensure that data is permanently deleted from computers, and that paper data is shredded.
- We will keep records of consent given for us to collect, use and store data. These records will be stored securely.

Mailing lists

- We will maintain a mailing list. This will include the names and contact details of people who wish to receive publicity and fundraising appeals from Babigloo Music for Babies.
- When people sign up to the list we will explain how their details will be used, how they will be stored, and that they may ask to be removed from the list at any time. We will ask them to give separate consent to receive publicity and fundraising messages, and will only send them messages which they have expressly consented to receive.
- We will not use the mailing list in any way that the individuals on it have not explicitly consented to.
- We will provide information about how to be removed from the list with every mailing.

Contacting volunteers

- Local people may volunteer for Babigloo Music for Babies in a number of ways.
- We will maintain a list of contact details of our recent volunteers. We will share volunteering opportunities and requests for help with the people on this list.
- People will be removed from the list if they have not volunteered for the group for 12 months.
- When contacting people on this list, we will provide a privacy notice which explains why we have their information, what we are using it for, how long we will keep it, and that they can ask to have it deleted or amended at any time by contacting us.
- To allow volunteers to work together to organise for the group, it is sometimes necessary to share volunteer contact details with other volunteers. We will only do this with explicit consent.

Contacting Directors

- The Directors need to be in contact with one another in order to run the organisation effectively and ensure its legal obligations are met.
- The Directors will not share each other's contact details with anyone outside of the organisation or use them for anything other than Babigloo Music for Babies business, without explicit consent.

Review

These procedures will be reviewed every two years

Date.....

Signature (Co-Director)

Signature (Co-Director)

