



Track and Trace Policy Beautiful New Beginnings

Policy Outline

Beautiful New Beginnings takes the safety of its staff and customers extremely seriously. Our priority is that all members of the team, staff, volunteers, clients and venue owners feel safe and welcomed when engaging with our service.

In order to keep all parties safe, and in line with the government track and trace guidance outlined on June 24th 2020 Beautiful New Beginnings will be taking the following measures.

We are registered with the ICO and have completed GDPR Training to ensure all data is kept correctly.

Track and Trace

We will

- Collect your name, your child's name, the age of your child/children, email address and mobile phone number at the time of booking
- These details will be stored on a locked password protected computer.
- These details may also be printed and stored in a folder which will be in session and then in a secure location at the business owners registered address
- These details may be passed to venue managers to store for three weeks post session where they will then be destroyed in accordance with centre policy guidelines
- After three weeks, Beautiful new Beginnings will destroy the details we hold about you and your child
- We will not use these details for anything other than the track and trace purposes and your details will NEVER be sold or passed to third parties other than those described above.
- We will make the policy clear and transparent for all clients and service users having the policy available at sessions for service users