




## SUN PLAY THERAPY

### Privacy Policy

<b>Policy Last Reviewed:</b>	10 April 2026
<b>To Be Reviewed Next:</b>	10 April 2027
<b>Policy Approved By:</b>	Sevcan SUNGUR
<b>Name:</b>	Sevcan SUNGUR
<b>Role:</b>	Director
<b>Signed:</b>	
<b>Date:</b>	10/04/2026



## Welcome to Sun Play Therapy

Sun Play Therapy is dedicated to providing a safe, therapeutic, and enriching environment for children and young people. This Privacy Policy outlines how we collect, use, disclose, and safeguard your personal information. By accessing our services, you agree to the terms outlined in this policy.

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### 1. Information Collection

#### 1.1 Personal Information

When registering for sessions or communicating with us, we collect personal data such as names, addresses, phone numbers, emails, and emergency contacts. For safeguarding and planning, we may also collect health-related and educational information.

#### 1.2 Payment Information

We use secure third-party processors to handle any payment data (for example, for paid sessions or training). We do not store your card information.

#### 1.3 Communication Data

We store emails, messages, and session feedback to help improve support and respond to queries efficiently.

#### 1.4 Usage Data

When you visit our website, we collect data like IP address, device type, and browsing patterns to help us improve website functionality.

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### 2. Use of Information

#### 2.1 Service Coordination

We use your data to schedule sessions, communicate with you or relevant professionals, and tailor our therapeutic and educational services to individual needs.

#### 2.2 Communications

We may send you updates, newsletters, service information, or invitations to events—only with your consent.

#### 2.3 Secure Transactions

We use your information to securely process payments for services, when applicable.

#### 2.4 Quality and Development

We analyse service feedback and usage trends to improve Sun Play Therapy's resources and delivery.

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### **3. Information Sharing**

#### **3.1 Partners and Providers**

We may share relevant data with trusted third-party providers (such as invoicing software or secure platforms) only to deliver our services and under strict confidentiality agreements.

#### **3.2 Legal Requirements**

In cases of safeguarding, legal obligation, or public protection, personal information may be disclosed to authorities such as the police or social services.

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### **4. Data Retention**

We retain your data only for as long as is necessary to meet the purposes outlined in this policy or as required by law (e.g., safeguarding records). When no longer needed, data is securely deleted.

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### **5. Security Measures**

We apply industry-standard security practices to protect your data, including encrypted storage, password protection, and restricted access protocols.

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### **6. Your Rights**

Under UK GDPR, you have the right to:

- Access your personal data
- Request correction or deletion
- Withdraw consent at any time
- Restrict or object to processing

You may exercise these rights by contacting: [sungur@sundrama.co](mailto:sungur@sundrama.co)

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### **7. Cookies**

Cookies may be used on our website to improve your experience. You may control or disable cookies via your browser settings.

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### **8. Changes to This Policy**



We may update this Privacy Policy to reflect legal or operational updates. All changes will be made available on our website, and where necessary, communicated directly to service users.

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## 9. Contact

If you have any questions about this Privacy Policy or your data, please contact:

**Email:** [info@sundrama.co.uk](mailto:info@sundrama.co.uk)

**Phone:** 07449478272