



Little Acorns Forest Schools Ltd

Data Protection and Confidentiality Policy

Little Acorns Forest Schools is committed to protecting your privacy. This statement explains how we use any information you give to us and the ways in which we protect your privacy. We ask you to read it carefully. We may be required to change it from time to time so we also ask you to check it occasionally to make sure you are aware of the latest version.

How we comply with GDPR and the DPA 2018 to be effective from 25th May 2018.

We treat any personal information (which means data from which you can be identified, including your name, address, e-mail address, etc.) that you provide us, or that we obtain from you, in accordance with the provisions of the Data Protection Act. Under this Act, we have a legal duty to protect any information we collect from you. Any amendments to this policy will continue to be in accordance with the provisions of the Data Protection Act 2018 (DPA 2018)

How we collect information about you.

When you send your child/children to Little Acorns Forest Schools, we receive information about you and any children who attend our sessions in a number of different ways.

You may give us the information when you:

- Attend any of our sessions
- When you sign up to any of our waiting lists
- When you let us know about a change in your personal circumstances
- We may receive it from another organisation, for example, should we be required to work with the local council or local schools.

How we use your personal information.

We use information that we have about you and your children for the running of Little Acorns Forest Schools. These generally fall into the following areas.

1. **Administration** – This applies to past, current and potential future children and their parents / guardians.

We use this information for the safe provision of sessions.

The types of personal information we collect and use include:

The names and DOB's of all attendees;

Details of an emergency contact (so we can contact them in case of an emergency);

Medical information (so we can cater for any special needs);

Dietary requirements.

2. Keeping you informed – This applies to current, past and potential future children and their parents / guardians.

We use this information to keep you updated about events at Little Acorns Forest Schools e.g., to let you know about news, events, and changes to schedules.

The types of information we collect and use include:

Email address. For us to email you updates and newsletters.

(Note: This is optional, and you can opt out of receiving email updates at any time).

Who we share your information with.

Generally, we only use your information within Little Acorns Forest School. There are some occasions when we need to share personal information about you and / or your child with third parties. This would be relevant in our home education sessions when working with schools.

Every now and again, we receive requests for information from schools, government departments, the police and other enforcement agencies. If there is a proper legal basis for sharing your personal information, we will provide it to the organisation that is asking for it.

In case of an emergency, we may need to share with the emergency services details of you or your child including details of any medical conditions as provided to us by you.

To contact you when we want to inform you about events at Little Acorns Forest Schools.

We are obliged to share confidential information WITHOUT authorisation from the person who provided it (or to whom it relates) if it is in the public interest to do so. Such situations may include (amongst others):

- When it is to prevent a crime from being committed or to intervene where one may have been;
- To prevent harm (physically or emotionally) to a child or adult;
- When not sharing the information could be worse than the outcome of sharing it.

- Where there is evidence that the child is suffering, or is at risk of suffering, significant harm;
 - Where there is reasonable cause to believe that a child may be suffering, or is at risk of suffering, significant harm;
 - To prevent significant harm arising to children or adults, including the prevention, detection and prosecution of serious crime.--
-

Where data is stored.

We use the online booking system Bookwhen and your data is stored on their software.

Where we process personal information

As we use third party storage systems (detailed above), personal information may be stored in servers outside of the United Kingdom. We will only use your personal information in the United Kingdom.

Our Commitment to you

We will process your personal information in line with the Data Protection Act. This means that we will:

- Only collect and hold information about you which we need for some reason;
- Keep your personal information up to date and accurate (to help us do this, please let us know if any of your details change);
- Take appropriate steps to protect your personal information from being used without permission, or illegally, and to safeguard your rights; and
- Destroy your personal information in a secure way once we no longer need it.

Your rights over your personal information.

You have certain rights over your personal information. Most importantly, you have a right to ask for a copy of all the personal information we hold about you but there are some legal exceptions to this, such as information which is confidential to Little Acorns Forest Schools. If you would like a copy of your personal information, you will need to submit a data access request to us in writing.

As well as the policy above, the Forest School Leader will maintain all paperwork and registers relevant to Forest School.

- All confidential paperwork will be stored in the administrator's office area.
- Any paperwork relevant to a child will be shared with the relevant practitioner.
- Any Pastoral or Safeguarding matters will also be reported to the DSL or Director.
- All computer files containing information will be stored securely on the administrator's computer.
- Any discussion within Forest School about a child's learning is to be kept confidential at all times. It is not the place of a staff member or volunteer to talk about children in their care outside of school premises unless in the capacity of a professional nature. If a member of staff is found talking about and naming children, it could lead to a disciplinary matter. In the event of a volunteer doing so, they would be asked to relinquish their role within our forest school.

Policy written by: Kate Morison (Lead Practitioner)

Date Created: November 2023

Review annually from November 2024