

# **Little Acorns Forest Schools Ltd**



## ***Data Protection and Privacy Policy***

### ***Policy Statement***

Little Acorns Forest School Ltd is committed to protecting the privacy and personal information of all children, parents, carers, trainees, staff, volunteers and visitors.

We process personal data fairly, lawfully and transparently in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy explains what information we collect, why we collect it, how it is used, who it may be shared with and the rights individuals have regarding their personal data.

### ***What Information We Collect***

To enable us to provide safe and effective Forest School sessions / training sessions, we may collect the following information:

#### ***About children/ trainees***

- Name
- Date of birth
- Home address
- Parent or carer contact details
- Emergency contact details
- Medical conditions, allergies and medications
- Dietary requirements
- Additional support needs
- Accident and incident records
- Attendance records
- Photographs and videos (where consent has been provided)

#### ***About parents and carers***

- Name
- Address
- Telephone number
- Email address
- Emergency contact information
- Booking and payment information

## ***About staff and volunteers***

We collect personal information necessary for recruitment, safeguarding and employment purposes, including DBS information where appropriate.

## ***How We Collect Information***

We collect information directly from trainees, parents, carers, staff and volunteers through:

- Bookwhen booking forms
- Registration forms
- Consent forms
- Medical information forms
- Emails and telephone conversations
- Incident and accident reports
- Conversations where relevant to the care or safety of a child

In some circumstances, information may also be received from schools, local authorities or other professionals where there is a lawful basis to do so.

## ***Why We Use Personal Information***

We only collect information that is necessary to:

- Provide safe Forest School sessions
- Provide a safe training environment.
- Safeguard children.
- Contact parents or carers or emergency contact.
- Respond appropriately in an emergency.
- Meet children's or adults medical or dietary needs.
- Manage bookings and attendance.
- Communicate information about sessions and events.
- Comply with legal and regulatory requirements.

We will never use personal information for purposes that are incompatible with those listed above.

## ***Sharing Information***

Personal information will normally only be used within Little Acorns Forest School Ltd.

Information may be shared where necessary with:

- Emergency services.
- Medical professionals.
- Schools or local authorities where we are delivering commissioned services.
- Safeguarding agencies where required.

- Police or other law enforcement agencies where there is a legal obligation.

We may also share information without consent where required by law or where it is necessary to protect a child or vulnerable adult from harm.

### ***Photography***

Photographs and videos are only taken where appropriate consent has been obtained.

Images are used only for the purposes agreed by adults, parents or carers and are managed in accordance with our Social Media Policies.

### ***Storage of Information***

Little Acorns Forest School Ltd uses Bookwhen to manage bookings and registrations.

Paper records are stored securely in a locked cabinet.

Electronic records are stored on password-protected devices and systems with appropriate security measures in place.

Personal information is only accessible to those who require it to carry out their role.

### ***Retention of Information***

We only keep personal information for as long as it is required for operational, legal or safeguarding purposes.

When information is no longer required, it will be securely destroyed or permanently deleted.

### ***Confidentiality***

All staff and volunteers have a duty to maintain confidentiality.

Information about adults, children, families or colleagues must only be shared with those who have a legitimate professional need to know.

Discussions regarding children must never take place in public or outside professional contexts.

A breach of confidentiality may result in disciplinary action or, in the case of volunteers, termination of their volunteer role.

## ***Individual Rights***

Under UK GDPR, individuals have the right to:

- Access their personal information.
- Request correction of inaccurate information.
- Request erasure where appropriate.
- Restrict or object to certain processing.
- Withdraw consent where processing is based on consent.
- Complain to the Information Commissioner's Office (ICO).

Requests relating to personal information should be made in writing to the Director.

## ***Security***

Little Acorns Forest School Ltd takes appropriate technical and organisational measures to protect personal information from loss, misuse, unauthorised access or disclosure.

Staff and volunteers receive guidance on confidentiality and data protection responsibilities.

Policy written by: Dave Churchward

Date Created: November 2023

Reviewed: November 2024

November 2025

August 2026