

PRIVACY POLICY FOR PARENTS

DATE reviewed : October 2022

IN LINE WITH THE GDPR GUIDELINES AS OF 25TH MAY 2018, BE FREE FOREST SCHOOL ARE COMMITTED TO PROTECTING YOUR DATA. IF YOU HAVE ANY QUERIES ABOUT DATA PROTECTION AT BE FREE FOREST SCHOOL , PLEASE CONTACT US AT Befreeforestschool@hotmail.com



BE FREE
FOREST SCHOOL

Please see our privacy policy below for more information about how we protect your data.

Be Free Forest School 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 THE DATA PROTECTION ACT OF 1998 AND 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 1998.

HOW WE COLLECT INFORMATION ABOUT YOU

When you send your children to Be Free Forest School , we receive information about you and any children who attend our holiday sessions.

HOW WE USE YOUR PERSONAL INFORMATION

We use information that we have about you and your children for the running of Be Free Forest School and to comply with our Ofsted requirements. These generally fall into the following areas.

1. Administration –

We use this information for the provision of child care.

The types of personal information we collect and use include:

The personal details of your child;

Details of the child's Family (so we can contact you in case of an emergency)

Medical information or in case of emergency (and so we can cater for any special needs)

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 Be Free Forest School e.g. to let you know about news, events and changes to schedules.

The types of information we collect and use include:

Email address. So we can email you updates and newsletters.

(Note: This is optional and will only be used with your permission, you can opt out of receiving email updates at any time).

HOW LONG WE KEEP YOUR INFORMATION FOR:

We are required to keep certain personal information including registers, medication records and accident records pertaining to the children for at least 3 years after the child has left Be Free Forest School (sometimes much longer). This is in order to comply with 'Welfare Requirements' (given legal force by Childcare Act 2006) and other legislation (e.g. Limitation Act 1980/The Statute of Limitations (Amendment) Act 1991).

WHO WE SHARE YOUR INFORMATION WITH:

Generally, we only use your information within Be Free Forest School. There are some occasions when we need to share personal information about you and / or your child with third parties. These are:

If you choose to pay for your child's care using vouchers (e.g. Childcare vouchers) we will share the minimum amount of your personal information necessary with the voucher scheme operator, so they can identify you and make the appropriate payments to Be Free Forest School on your behalf.

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 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 Be Free Forest School.

WHERE WE STORE PERSONAL DATA:

We use third party data processors, these are secure online systems and any personal information shared with us is stored securely for necessary use by Be Free Forest School.

The following systems are in use and their privacy statements and policies can be found below.

Dropbox: An online cloud-based storage system, is used for necessary data storage including personal information when relevant. Dropbox terms of service statement: "When you use our Services, you provide us with things like your files, content, messages, contacts and so on ("Your Stuff"). Your Stuff is yours. These Terms don't give us any rights to Your Stuff except for the limited rights that enable us to offer the Services." Dropbox privacy policy can be found [here](#).

Google drive: Google drive, an online cloud-based storage system, is used for necessary data storage including personal information when relevant. Google Drive terms of service state, "You retain ownership of any intellectual property rights that you hold in that content. In short, what belongs to you stays yours." Google privacy policy can be found [here](#).

Mailing lists: When we contact you via a mailing list we use an external platform called Mailchimp and their privacy policy can be found here. You can opt out of receiving mailing list emails at any time.

<https://mailchimp.com/legal/privacy/>

Holiday camps: Any personal details gathered from registration for holiday camps at Birch, or other camps (other than email address, if you have given us permission to add you to a mailing list), will be destroyed within 7 days of the session.

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 Be Free Forest School . If you would like a copy of your personal information, you should contact us on Befreeforestschool@hotmail.com