

GDPR and Data Protection Policy

May 2025

Company: WoodlandAnnemal
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**Woodland
Annemal**

CAMPFIRES, DEN BUILDING, GAMES, CRAFTS AND MORE!

GDPR Privacy Policy

Company: WoodlandAnnemal

Effective Date: 26/05/2025

1. Introduction

WoodlandAnnemal is committed to protecting and respecting your privacy. This privacy policy outlines how we collect, use, store, and protect the personal data of children, parents/guardians, staff, and other individuals who interact with our services, in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who We Are

Business Name: WoodlandAnnemal

Email: woodlandannemal@yahoo.co.uk

Data Protection Lead: Anne Flaherty

3. What Data We Collect

We may collect the following types of personal data:

For Children:

- Full name
- Date of birth
- Medical and allergy information
- Emergency contact details
- Educational needs or special requirements
- Attendance records
- Photographs and videos (with consent)
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For Parents/Guardians:

- Name and contact information
- Consent forms
- Billing and payment details
- Communication preferences

For Staff/Volunteers:

- Name, address, contact details
- DBS checks
- Emergency contacts
- Training records
- Health information (where required for safety)

4. Why We Collect This Data

We collect personal data to:

- Ensure the safety and well-being of children
- Communicate effectively with parents and guardians
- Meet legal and safeguarding obligations
- Monitor attendance and participation
- Plan and deliver appropriate educational and outdoor activities
- Maintain financial and administrative records

5. Legal Bases for Processing

We rely on the following lawful bases under the UK GDPR:

- Consent – for optional uses like photographs or marketing
- Legal obligation – for health and safety, safeguarding, and tax purposes
- Contractual necessity – to provide our services
- Vital interests – in emergency situations
- Legitimate interests – for running and improving our service, where these do not override your rights

6. How We Store Your Data

We take appropriate measures to protect your data, including:

- Storing physical records securely in locked storage
- Using password-protected and encrypted digital systems
- Limiting access to data on a need-to-know basis

We retain data only as long as necessary:

- Children's records – typically 3 years after they leave (or longer if required by safeguarding or insurance obligations)
- Staff records – typically 6 years after employment ends

7. Sharing Your Data

We do not sell or rent your data. We may share data with:

- Emergency services or medical professionals (in case of incident)
- Local authorities or safeguarding boards (if legally required)
- HMRC or insurers (for legal/financial compliance)
- Trusted third-party service providers (e.g., booking or payment systems), under strict data protection agreements

8. Your Rights

Under UK GDPR, you have the right to:

- Access your data
- Request rectification of incorrect data
- Request erasure (where appropriate)
- Object to processing or request restriction
- Data portability (where applicable)
- Withdraw consent at any time (where consent is the basis)

To exercise any of these rights, contact us at woodlandannemal@gmail.co.uk

9. Use of Photographs and Videos

We may take photos or videos during sessions to document learning or for promotional purposes. We always seek written consent from parents/guardians before doing so. You can withdraw this consent at any time.

10. Cookies and Website Data (if applicable)

Our website may collect limited data through cookies for functionality and analytics. You can manage cookie preferences in your browser settings.

11. Complaints

If you are concerned about how we handle your data, please contact us in the first instance. You also have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Website: www.ico.org.uk

Phone: 0303 123 1113

12. Updates to This Policy

We may update this policy from time to time. The latest version will always be available on our website or by request.