

## **Privacy Policy**

How I will use your data and keep it safe.

21/09/20

We currently collect and process the following information:

- Name
- Contact telephone number
- Email address

### **How we get your personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- We ask you for your name and your child/children's name(s) when you complete the online booking form. We ask for this so that we know who is attending on the day and it forms a register for the bookings online. If you haven't given permission for updates then your names will be stored in the booking site so that if you should book again, your details will be remembered but will not be used for any other reason.
- We ask you for your **telephone number** when you complete the online booking form. We ask for this so that we can use it to contact you about any changes or important information regarding the session that you have booked. If your child is attending a session without you then we ask you to provide an emergency contact number for that day. If you haven't given permission for updates then your telephone number will be stored in the booking site so that if you should book again, your details will be remembered but will not be used for any other reason.
- We ask you for your **email address** when you complete the online booking form or when you subscribe through the website to the blog or to receive email updates. We ask for this so that we can use it to contact you about any changes or important information regarding the session that you have booked. If you have given permission for us to use your email for updates we will

update you on upcoming events that you may be interested in. For example' the next holiday club dates and when booking is open or latest news. If you haven't given this permission then your email address will be stored in the booking site so that if you should book again, your details will be remembered but will not be used for any other reason. **Updates include any information relevant to Grass Roots Muddy Boots Forest school.**

### **Will we share your information?**

No. If you are kind enough to share your information with us then we will act with integrity and honesty and not share it with any third party.

### **Can I withdraw my consent?**

Yes. You can unsubscribe at any time and you will no longer receive emailed information from us.

### **How we store your personal information**

Your name and email address are stored within our marketing software, currently this is with GoDaddy. We also keep a back up list on a business computer. This information along with your telephone number is stored on our booking site, which is currently Bookwhen. Bookwhen keep your data indefinitely until you request for it to be deleted. We print out a copy of your name child's name and your email and emergency contact number to be used on the session day in case we need to contact you and also as a register of attendees. This is kept confidential and then shredded after the session.

### **How long will we keep your information?**

Every year we will check to see if you have been opening the emails we have sent you. If you haven't we will delete your email from the list to ensure that you are not getting information that is not of interest.

### **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [sally@grassrootsmuddyboots.com](mailto:sally@grassrootsmuddyboots.com). 30 Milnthorpe crescent, Wakefield. WF2 6BE if you wish to make a request.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at:

Grass Roots  
Muddy Boots

Sally Wolff  
Grass Roots Muddy Boots  
Forest School  
Yorkshire  
07904214006  
[sally@grassrootsmuddyboots.com](mailto:sally@grassrootsmuddyboots.com)  
[www.grassrootsmuddyboots.com](http://www.grassrootsmuddyboots.com)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>