**Privacy Policy**

**About this Policy**

1.1 This policy explains when and why we collect personal information about our customers and how we use it, how we keep it secure and your rights in relation to it.

1.2 We may collect, use and store your personal data, as describe in the Data Protection Policy and as described when we collect data from you.

1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. We will inform you of any changes we make.

1.4 We will always comply with the General Data Protection Regulations (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website or the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of GDPR, we will be the ‘controller’ of all personal data we hold about you.

2.1 We can be contacted at treetopsforestschool@gmail.com or 07969 347028 Siobhan Bamforth

**What information we collect and why**

|  |  |  |
| --- | --- | --- |
| **Type of information** | **Purpose** | **Legal basis of processing** |
| **The child and parent/carer’s name, telephone number and email address. Occasionally we may need your address.** | **Managing the parents/carer’s booking**  | **For the purpose of legitimate interest in operating the Organisation.** |
| **Next of kin emergency contact details** | **Contacting next of kin un the event of an emergency** | **Protecting the Parent/carer’s vital interests.** |
| **Date or birth/age related information**  | **Managing children’s categories which** **are age related**  | **For the purpose if our legitimate interest in operating the organisation.** |
| **Gender** | **Provision of adequate facilities for members**  | **For the purpose of our legitimate interests in making sure that we can provide sufficient and suitable facilities (including toilets).** |
| **Photos and videos of children**  | **Putting on the organisation’s website** **and social media pages and using in press releases.** | **Consent. We will seek the parent/career’s consent on their booking form and the parent/carer** **may withdraw their consent at any** **time by contacting us by email or letter.** |
| **Health Data including allergies**  | **Emergency treatment and suitable snacks.** | **Health details, used strictly and only in the event of an emergency.** |

**How we protect your personal data**

4.1 We will not transfer the personal data outside.

4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

4.3 Please note however that where you are transmitting information to use over the internet this can never be guaranteed to be 100% secure.

4.4 For any payments which we take from you online we will use a recognised online secure payment system.

4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

**Who else has access to the information you provide us?**

5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) expect where required to do so by law or set out in the table above or paragraph 5.2 below.

5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to use for the purpose of completing tasks and providing service to you on our behalf (eg to print newsletters and send you mailings). However, we disclose only personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

**How long do we keep your information?**

6.1 We will hold your personal data on our system for as long as you are a member of the Organisation and for as long afterwards as necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in am archived form in order to be able to comply with future legal obligations eg the establishment exercise or defence or legal claims.

6.2 We securely destroy all financial information once we have used it and no longer need it.

**Your rights**

***7*.1 You have rights under the GDPR**

a. The right to be informed

b. The right not to be subjected to automated decision making including profiling

c. The right of access

d. The right to object

e. The right to rectification

f. The right to erasure

g. The right to restrict processing

h. The right to data portability

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner’s Office: <https://ico.org.uk/concerns/> 0303 123 1113.

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

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