****

**Privacy Policy**

**Your Privacy**

Fireflies Forest School is committed to protecting your privacy and data protection. We do not collect personal information such as names, address, contact numbers, email addresses, date of birth, GP or Surgery addresses or medication’s unless you knowingly provide that information yourself or by consent of a parent, carer, GP or surgery, local authority or school acting on your behalf. We will only collect data that is needed in order for us to safely provide our provision and running of the business. No data will be collected that is not needed.

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 2018 (DPA 2018)

**Policy on Information Collection**

When you send your children to Fireflies Forest School, we receive information about you and your child/children who attend our setting in a number of different ways.

You may give us the information when you:

* Book a toddler Twiglets term, book into a school holiday session, baby group or Home Ed group
* Attend via the HAF programme.
* Book a Birthday Party with us
* When you complete a referral form for Alternative Provision sessions
* When you sign up to any of our waiting lists

We may receive it from another organisation, for example, should we be required to work with the local council.

We may also gain information about a child who may be referred or attends our Alternative Provision. The childs information will always be stored securely in Google folders, only shared with those working directly with the child.

We collect personal information for keeping up to date client information records for the sole purpose of managing the wellbeing of the client. We may also request information about a client’s background and again this is for client information records and as to ensure the wellbeing of the client. Information about you and/or your family is destroyed/deleted 12 months after completion of any work with you unless we are directed to keep it for longer. Data is not shared with any other third party without your consent. We only gather the information we need to enable us to provide the service booked. Therefore, information about a childs support needs, allergies or health conditions and next of kin are gained in order to ensure we can keep the child/service user safe while they are with us.

**Policy on Information Disclosure**

We collect personal information to deliver the services you or by consent of a parent, carer, GP or surgery, local authority or school acting on your behalf request and to understand our audience so that we can better meet the client’s personal needs. We do not sell, trade or rent any personal information. We may at times compile aggregate statistics (Schools only) and provide them to third parties, but we do not include information that identifies individual client’s.

We may by Law have to share information in the event of safeguarding a child, young person or vulnerable adult or to protect the safety and wellbeing of the public or if summoned to do so by a Court of Law. In this instance we would share any information that may have to be disclosed with yourself in person beforehand.

Data collected at point of booking is kept on the Class For Kids booking system, if a session is booked via our Alternative Provision all of the learners data and personal information is stored on our Google Drive which is only accessible by those working with the learner.

We may take photos of the learner if we have consent to do so. These are taken on a mobile phone camera, and then stored on a google drive. These will only be taken and shared on our social media accounts or website if we have gained consent to do so, names will never be disclosed alongside a photo.

**Revisions to the Privacy Policy**

We may revise this privacy policy at any time in the response to changes in the law or other factors. We encourage you to periodically visit this page to review the most current policy.

Fireflies Forest School takes its responsibilities with regards to the requirements of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA) seriously. This policy sets out how we manage those responsibilities. Fireflies Forest School is committed to data protection by design and regards the lawful and appropriate processing of personal and special category data as an integral part of its purpose. This policy sets out the accountability and responsibilities of our staff and its families and learners to comply fully with the provisions of UK GDPR and DPA. Fireflies Forest School holds and processes personal data about individuals such staff and contractors, learners, children attending our toddler, home ed and holiday clubs and others, defined as ‘data subjects’. Such data must only be processed in accordance with UK GDPR and the DPA.

This policy therefore seeks to ensure that we:

1. Protect personal data and the rights and freedoms of the data subject

2. Are clear about how personal data must be processed and our expectations for all those who process personal data on its behalf

3. Comply with the data protection laws, guidance and good practice

4. Protect the companies reputation by ensuring the personal data entrusted to us is processed in accordance with data subjects’ rights

5. Protect the business from risks of personal data breaches and other breaches of data protection law.

This policy applies to all personal data the business processes regardless of the location where that personal data is stored (e.g. on an employee’s own device) and regardless of the data subject. All staff and others processing personal data on the business behalf must read it. A failure to comply with this policy may result in disciplinary action.

**You may give us the information when you:**

* apply for, or we offer you, a place at Fireflies Forest School
* apply for, or we offer you, a funded place
* apply for holiday camp with us
* When you sign up to any of our waiting lists
* when you let us know about a change in your personal circumstances (for example, if you change your name when you get married or move house).
* We may receive it from another organisation, for example, should we be required to work with the local council.

**How we use your personal information**

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

1. **Administration** – This applies to past, current and potential future children and their parents / guardians. We use this information for the provision of childcare.

The types of personal information we collect and use include:

* The personal details of your child;
* The payment of fees due;
* Details of the child’s Family (so we can contact you in case of an emergency)
* Medical information (so we can cater for any special needs)
* If you child has an open Social Care involvement or Early Help
* Any SEND or medical needs
* Your childs school name
* If a child is accessing our Alternative provision a more in depth referral form may be completed including risk assessment information, behaviours, diagnosis information, health needs, Doctors and other professionals involved contact details.
* Any open or history of safeguarding logs that are appropriate for us to be aware of

2. **Provision of Education** – This applies to past, current and potential future children and their parents / guardians.

* We use this information to ensure that your child’s development needs are catered for.
* The types of information we collect and use include:
* Education and Training Details (so we can ensure your child’s development needs are catered for).

3. **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 Fireflies 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. For us to email you updates and newsletters, as well as lesson evaluations for the children who attend our Alternative Provision.

**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 Fireflies Forest School (sometimes much longer, especially if a learner access our Alternative Provision, 25 years).

**Who we share your information with**

* Generally, we only use your information within Fireflies Forest School.  There are some occasions when we need to share personal information about you and / or your child with third parties.
* 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 Fireflies 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.
* If we have any safeguarding concerns, information may be shared with appropriate bodies within the council, Social care, MASH, Police. Our Safeguarding policy will be followed as appropriate.

We are obliged to share confidential information WITHOUT authorisation from the person who provided it (or to whom it relates) if it is in the public interest to do so. Such situations may include (amongst others):

* When it is to prevent a crime from being committed or to intervene where one may have been;
* To prevent harm (physically or emotionally) to a child or adult;
* When not sharing the information could be worse than the outcome of sharing it.
* Where there is evidence that the child is suffering, or is at risk of suffering, significant harm;
* Where there is reasonable cause to believe that a child may be suffering, or is at risk of suffering, significant harm;
* To prevent significant harm arising to children or adults, including the prevention, detection and prosecution of serious crime.

**Where data is stored:**

* 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 Fireflies Forest School.
* The following systems are in use and their privacy statements and policies can be found below.
* Class For Kids: This is our main booking system for all our stay and play sessions, Home Ed sessions, Holiday Clubs, Adult sessions and Baby Groups. This is also used to produce registers, invoicing and refunding and you can find their privacy policy here: [Privacy Policy I ClassForKids](https://marketing-content--reference-site.classforkids.io/legal/privacy-policy)
* Google drive: Google drive, an online cloud-based storage system, is used for necessary data storage including personal information when relevant. Google drive is used for our Alternative Provision. Google Drive [terms of service](https://www.google.com/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.](https://policies.google.com/privacy?hl=en-GB&gl=uk)

**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 Fireflies Forest School. If you would like a copy of your personal information, you will need to submit a data access request to us in writing

The dedicated ICO (Information Commissioner's Office) GDPR helpline for any queries regarding breaches of data is 0303 123 1113

Date 01.09.24

Signed J.Brocklebank

Name above Jessica Brocklebank

Next Review Date: September 2025