

Data Protection and Privacy Policy

Prepared by: Robyn Jones

Date written: 7th February 2025

Reviewed:

Next review due: 7th February 2026



1. Policy Statement

- 1.1. Wild at Heart is committed to ensuring that all personal data handled by us will be processed according to legally compliant standards of data protection and data security
- 1.2. The policy and its accompanying guidelines will be reviewed every 12 months or in the following circumstances:
 - Changes in legislation and/or government guidance
 - Changes in our data privacy management processes
 - As a result of any other significant change or event

2. Data Protection Principles

The Data Protection Act 2018 (DPA) requires that personal data shall be:

- processed lawfully, fairly and in a transparent manner in relation to individuals
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- adequate, relevant and limited to whatever is necessary in relation to the purposes for which they are processed;
- accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which personal data are processed, personal data may be stored for longer periods in so far as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purpose or statistical purposes subject to implementation of the appropriate technical and organisational measures required by DPA in order to safeguard the rights and freedoms of individuals;
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures

3. General Protection

- 3.1. This policy applies to all personal data handled by Wild at Heart
- 3.2. The person responsible for data protection at Wild at Heart is Robyn Jones who will take responsibility for Wild at Heart's ongoing compliance with this policy.

4. Permissions and Security

- 4.1. Permission to use photographs or video will be obtained through either the online registration form or the paper version of the form in accordance with GDPR regulations. The purposes for which the images might be used will be clearly identified – the website, social media or printed literature. Once a participant

stops attending the sessions, any images will cease to be used and removed.
Consent can be withdrawn at any time for use of these images.

4.2. Identification of individuals in photos and videos will be avoided.

4.3. Information about individuals on the registration form will be received via email to a password protected email inbox. Details will be collated and saved on a password protected private document. A hard copy of the information may be printed and taken to each session then it will be destroyed after the session (see archiving)

4.4. The personal information that will be gathered will be:

- **Adults**

- Name, address, telephone and email details
- Date of birth and gender
- Emergency contact details
- Medical conditions, physical or learning disabilities or emotional needs
- Allergies and dietary requirements
- Agreement by way of consent for participation in use of tools and fire, wearing appropriate clothing for the environment, liability for accident and injury

- **Children (under age 18)**

- Name of children attending, address, telephone and email details
- Date of birth and gender
- Parent/Carer and emergency contact details
- Medical conditions, physical or learning disabilities or emotional needs
- Allergies and dietary requirements
- Agreement by way of consent for participation in use of tools and fire, wearing appropriate clothing for the environment, liability for accident and injury, participation in offsite activities.

5. Archiving

All personal information will be deleted if the child or adult ceases attendance at the sessions. The exception to this is if the child or adult has had an accident during a session therefore their registration form and accident records will be kept until the child reaches 21 years old or for 3 years for adults. Record of concern forms will be kept until the child reaches 21 years old. Paper copies of records will be shredded after each session if printed for the purpose of safeguarding and health/dietary needs.

6. Breach

In the unlikely event of a breach of data leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, Wild at Heart shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the Information Commissioner Office (ICO)

7. Sharing of information

Information held will not be shared with third parties except for the Emergency Services for the purpose of medical treatment or for any safeguarding concerns.

8. Right to access

Information held on you or your child can be requested at any time by contacting Robyn Jones at robyn@wild-atheart.co.uk