

## Privacy Policy

Review Date: January 2022

We are committed to reviewing our policy and good practice annually.



IN LINE WITH THE GDPR GUIDELINES AS OF 25TH MAY 2018, WILLOW BANKS FOREST SCHOOL IS COMMITTED TO PROTECTING YOUR DATA. IF YOU HAVE ANY QUERIES ABOUT DATA PROTECTION AT WILLOW BANKS FOREST SCHOOL, PLEASE CONTACT US AT [WILLOWBANKSFS@GMAIL.COM](mailto:WILLOWBANKSFS@GMAIL.COM).

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

Please see our privacy policy below for more information about how we protect your data.

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## PRIVACY POLICY FOR PARENTS

***DATE CREATED: JUNE 2019***

Willow Banks Forest School is committed to protecting your privacy. This statement explains how we use any information you give to us and the ways in which we protect your privacy. We ask you to read it carefully. We may be required to change it from time to time so we also ask you to check it occasionally to make sure you are aware of the latest version.

## **HOW WE COMPLY WITH THE DATA PROTECTION ACT OF 2018 (inclusive of GDPR) TO BE EFFECTIVE FROM 25TH MAY 2018**

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 DPA 2018 (inclusive of GDPR).

## HOW WE COLLECT INFORMATION ABOUT YOU

When you send your children to Willow Banks Forest School, we receive information about you and any children who attend our school in a number of different ways.

You may give us the information when you:

- Apply for, or we offer you, a place at Willow Banks Forest School
- When you sign up to our waiting list
- 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 or a local school or academy trust.

## HOW WE USE YOUR PERSONAL INFORMATION

We use information that we have about you and your children for the running of Liberty Woodland School and to comply with our Department for Education 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 child care.

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).

**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 Willow Banks 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. So we can email you updates and newsletters.

(Note: This is optional, and you can opt out of receiving email updates at any time).

## **HOW LONG WE KEEP YOUR INFORMATION FOR:**

We are required to keep certain personal information for children enrolled with us; including registers, medication records and safeguarding records pertaining to the children for at least 3 years after the child has left Willow Banks Forest School (sometimes much longer). As a data controller, it is down to us as a school to set the data retention schedules that are deemed necessary, this will vary depending on the data type. For example safeguarding data will be retained for longer than assessment data which would be retained for one year after a child has left the school. After this time the data would be made anonymous if it was deemed necessary to keep the data on file ie. assessment data.

## **WHO WE SHARE YOUR INFORMATION WITH:**

Generally, we only use your information within Willow Banks Forest School. There are some occasions when we need to share personal information about you and / or your child with third parties. These are:

- Every now and again, we receive requests for information from nurseries, 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.

## **SAFEGUARDING**

GDPR does not prevent, or limit, the sharing of information for the purposes of keeping children safe. Lawful and secure information sharing between schools, Children's Social Care, and other local agencies, is essential for keeping children safe and ensuring they get the support they need. The Data Protection Act 2018 introduced 'safeguarding' as a reason to be able to process sensitive, personal information, even without consent (DPA, Part 2, 18; Schedule 8, 4).

## **WHERE WE STORE PERSONAL DATA:**

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 Willow Banks Forest School.

The following systems are in use and their privacy statements and policies can be found below.

**Dropbox:** An online cloud-based storage system, is used for necessary data storage including personal information when relevant. Dropbox **terms of service** statement: "*When you use our Services, you provide us with things like your files, content, messages, contacts and so on ("Your Stuff"). Your Stuff is yours. These Terms don't give us any rights to Your Stuff except for the limited rights that enable us to offer the Services.*" Dropbox privacy policy can be found **here**.

**Google drive:** Google drive, an online cloud-based storage system, is used for necessary data storage including personal information when relevant. Google 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**.

## **WHERE WE PROCESS PERSONAL INFORMATION**

As we use third party storage systems (detailed above), personal information may be stored in servers outside of the United Kingdom. We will only use your personal information in the United Kingdom.

## **OUR COMMITMENT TO YOU**

We will process your personal information in line with the Data Protection Act 2018. 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 Willow Banks Forest School. If you would like a copy of your personal information, you should contact us on [willowbanksfs@gmail.com](mailto:willowbanksfs@gmail.com).