



Fox and Cubs Privacy Policy

Intro and general terms

Fox and Cubs FS 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 Acts of 1998 and 2018

We treat any personal information (which means data from which you can be identified, including your name, address, e-mail address, photos 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 1998.

How we collect information about you

We receive information about you and your children, who attend or have an interest in our sessions, in a number of different ways. You may give us this information when you:

- Ask for information on future Fox and Cubs FS sessions in relation to any correspondence you have entered into with us whether by letter, email, text, social media, message board or any other means.
- Book a place at any Fox and Cubs FS session
- When you sign up to any of our waiting lists
- Enter into any contract or agreement with Fox and Cubs FS
- Volunteer for Fox and Cubs FS
- Complete one of our feedback forms
- 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).

Or if we receive it from another organisation, for example, if we are working with a partner organisation such as Wycombe Museum or Amersham Field Studies Centre.

How we use your personal information

We use information that we have about you and your children for the safe and effective running of sessions at Fox and Cubs FS. These generally fall into the following areas:

1. Administration – We use this information for the provision of forest school and outdoor learning sessions. The types of personal information we collect and use include:

- the personal details of your child;
- details of your child's family (so we can contact you in case of an emergency)
- medical and Special Educational Needs (SEN) information (so we can cater for any medical/special needs)

- photographs/videos of your child, with specific consent, to enable us to record and demonstrate your child's learning progress/development and to help us promote what we do at Forest School.

2. To support your child's development and learning - We use this information to plan and run effective sessions which support each individual learner at forest school. The types of personal information we may collect and use include:

- observations, including photos/videos, to assist us in planning and development of FS for individual learners.

3. Keeping you informed – We use this information to keep you updated about events at Fox and Cubs FS e.g. to let you know about news, new events and general changes. The types of information we collect and use include:

- email addresses - 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 will hold your personal information on our systems for as long as is necessary for the relevant activity, for example we keep consent forms including personal data during the time that your child attends FS.

Who we share your information with:

All the personal data we handle is only processed by our staff. Generally, we only use your information within Fox and Cubs FS. There are rare occasions when we need to share personal information about you and/or your child with third parties. For example, 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.

Fox and Cubs FS will not, under any circumstances, share or sell your personal data with any third party for marketing purposes and you will not receive offers from other companies or organisations as a result of giving your details to us.

We may need to share your information with "data processors" such as our service providers or associated organisations who help us to prepare and send the materials relating to our activities. These "data processors" will only act under our instruction and we will not allow these organisations to use your data for their own purposes and will take care to ensure that they keep your data secure.

We will also comply with legal requests where disclosure is required or permitted by law (for example to government bodies for tax purposes or law enforcement agencies for the prevention and detection of crime, subject to such bodies providing us with a relevant request in writing).

Where we store personal data:

All data is stored securely on password protected hardware. We make our best effort to ensure data is kept safely and is secure. Any hard copy data is kept locked away when not in use in the field.

If 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 Fox and Cubs FS. Such as:

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: www.policies.google.com/privacy

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. 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 or if you wish to change how we communicate with you, or update the information we hold, then please contact us)
- 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. Hard copies will be shredded.

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 and to have any inaccuracies corrected but there are some legal exceptions to this, such as information which is confidential to Fox and Cubs FS. If you would like a copy of your personal information, you should contact us at foxandcubsforestschoo@gmail.com.