



## Privacy Policy: Data collection and protection

Land and Leaf Collective 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 (1998/2018) and GDPR (2016)

*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 1998.*

### How we collect information:

When you attend Forest School sessions with Land and Leaf Collective we receive information about you and any children who attend in a number of different ways.

You may give us the information when you:

- Attend, or enquire about, regular sessions at Land and Leaf Collective
- Attend, or enquire about, a holiday club with us
- When you sign up to our mailing list or 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 or other local organisation.

### How we use personal data:

We use information that we have about you and your children for the running of Land and Leaf Collective. These generally fall into the following areas.

1. **Administration** – This applies to past, current and potential future children and their parents / guardians.

The types of personal information we collect and use include:

- The personal details of you/your child;
- The payment of fees due;
- Details of the child's family (so we can contact in case of an emergency)
- Medical information (so we can cater for any special needs)
- Accident records in case of minor injuries.

Policy created:	20/03/2021
Latest review:	26.04.2023



**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 Wildlings Forest School, for example to let you know about news, upcoming events and changes to courses..

The types of information we collect and use include:

- Email address. So we can email you updates and newsletters.

Note: The mailing list is an 'opt-in' subscription and you can opt out of receiving email updates at any time.

**How long we store your information:**

We store information on participants for the duration of attendance. This may be one day for holiday clubs or longer for ongoing programmes. Accident records are stored securely for three years. We have to do this to meet the legal requirements of accident recording.

**When we share your information:**

Generally, we only use your information within Land and Leaf Collective. We will never share your contact details for marketing purposes. We ask for your permissions to share data in these circumstances.

There are rare occasions when we need to share personal information about you/your child with third parties. These are:

- We may 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.
- In partnership work with other organisations we may need to share copies of accident reports to comply with legal requirements.

**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 Land and Leaf Collective.

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

Policy created:	20/03/2021
Latest review:	26.04.2023



property rights that you hold in that content. In short, what belongs to you stays yours." Google privacy policy can be found [here](#).

- **Mailing lists:** When we contact you via a mailing list we use an external platform called [Mailchimp](#) and their privacy policy can be found [here](#). You can opt out of receiving mailing list emails at any time.
- We use a booking system called **Pembee** to take and manage bookings. Bookwhen's privacy policy can be found [here](#).

#### **Where we process your data:**

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 data protection:**

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 under the General Data Protection Regulation (GDPR) 2016. 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 Land and Leaf Collective. If you would like a copy of your personal information, you can contact us on [landandleafco@gmail.com](mailto:landandleafco@gmail.com)

Policy created:	20/03/2021
Latest review:	26.04.2023