

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 2018 and UK GDPR

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 2018 and the UK General Data Protection Regulation (UK GDPR). Under this legislation, 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 these provisions.

How We Collect Information

When you attend any programmes 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.
- Attend or enquire about Forest School training.
- Sign up to our mailing list or waiting lists.
- Let us know about a change in your personal circumstances (for example, if you change your name when you get married or move house).

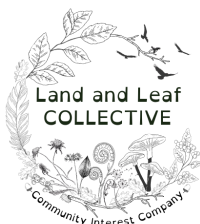
We may also receive your information from another organisation, for example, if we are required to work with the local council or other local organisations.

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:
 - The personal details of you/your child.
 - The payment of fees due.

Policy created:	20/03/2021
Latest review:	03.01.2025



- 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).
 - Access requirements.
 - Accident records in case of minor injuries.
2. Legal Basis: Contractual necessity (e.g., for bookings and administration), legal obligation (e.g., accident records), and vital interest (e.g., emergency contact and medical needs).
3. Keeping You Informed:
- We use this information to keep you updated about events at Land and Leaf Collective, for example, to let you know about news, upcoming events, and changes to courses.
4. Types of Information Collected:
- Email address (for updates and newsletters).
 - Mailing list subscriptions are opt-in, and you can opt out of receiving email updates at any time.
5. Legal Basis: Consent (for marketing and updates).

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 to meet the legal requirements of accident recording.

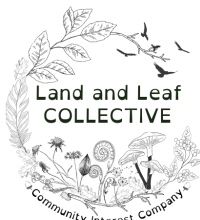
For mailing lists, we retain your information until you opt out or unsubscribe. Personal data will not be retained for longer than necessary for the purposes it was collected.

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 without your explicit consent. However, there are rare occasions when we need to share personal information about you/your child with third parties:

- Legal Requirements: We may receive requests for information from schools, funding bodies, government departments, the police, or 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.
- Emergency Situations: In case of an emergency, we may need to share with the emergency services details of you/your child, including details of any medical conditions as provided to us by you.

Policy created:	20/03/2021
Latest review:	03.01.2025



- Partnership Work: In partnership work with other organisations, we may need to share copies of accident reports to comply with legal requirements.
- Training and Certification: When training with us, we are required to share course registration information with the awarding body.

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: Used for necessary data storage, including personal information when relevant. [Dropbox Privacy Policy](#).
- Google Drive: Used for necessary data storage, including personal information when relevant. [Google Privacy Policy](#).
- Mailchimp: Used to contact you via a mailing list. [Mailchimp Privacy Policy](#).
- Pembed: Used to manage bookings. [Pembed Privacy Policy](#).

International Transfers: Where data is transferred outside the UK, we ensure appropriate safeguards are in place, such as Standard Contractual Clauses or adequacy decisions, in compliance with UK GDPR.

Our Commitment to Data Protection

We will process your personal information in line with the Data Protection Act 2018 and UK GDPR. This means that we will:

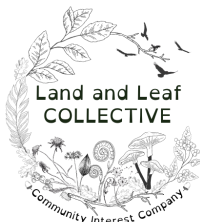
- Only collect and hold information about you which we need for a specific purpose.
- Keep your personal information up to date and accurate (to help us do this, please let us know if any of your details change).
- Take appropriate steps to protect your personal information from being used without permission or illegally, and to safeguard your rights.
- Destroy your personal information in a secure way once we no longer need it.

Your Rights Over Your Personal Information

Under the UK GDPR, you have certain rights over your personal information, including:

- The right to access: You can request a copy of all the personal information we hold about you. To request this, contact us at hello@landandleafcollective.org. We will provide the information within one month, or in the case of complex or multiple requests, within three months (we will notify you if this applies).
- The right to rectification: You can request that we correct or update inaccurate or incomplete personal data.

Policy created:	20/03/2021
Latest review:	03.01.2025



- The right to erasure: You can request that we delete your data where it is no longer necessary for the purposes it was collected, or if you withdraw consent.
- The right to object: You can object to processing for certain purposes, such as marketing.

If you think your data has been misused or that we have not kept it secure, you can contact us to raise your concerns. If you're unhappy with our response, you can make a complaint to the Information Commissioner's Office (ICO):

ICO Contact Details

- Telephone: 0303 123 1113
- Textphone: 01625 545860
- Monday to Friday, 9am to 4:30pm
- Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Breach Notification

In the unlikely event of a data breach, we will notify the ICO within 72 hours if required by law. If the breach poses a high risk to your rights and freedoms, we will also inform you directly.

Children's Data

We handle children's data with additional safeguards in place. Parental or guardian consent is obtained for processing children's data. All children's data is securely stored, and access is limited to authorised personnel only.

Cookies

If our website uses cookies, we will inform you when you visit the site and provide you with a link to our Cookie Policy. You can manage your cookie preferences at any time.

Policy created:	20/03/2021
Latest review:	03.01.2025