



Data Privacy Notice

Wildwood Adventures

The Covey, Towerhouse Lane, Wraxall, BS481JR

Email: macgregorrachel@hotmail.com

Tel: 07961 473 860

Wildwood Adventures is committed to protecting the privacy of its users. This Privacy Policy is designed to help you understand what information we gather, how we use it, what we do to protect it, and to assist you in making informed decisions when using our Service.

We record, process and keep personal information about:

- adult trainees
- children attending Forest School or Outdoor Learning sessions and workshops
- adults and accompanying children attending Forest School related events run by Wildwood Adventures

Records we hold

We may collect “Personal Information” about you. “Personal Information” includes information that can be used to personally identify you, such as your name, address and email address.

- **You as a Trainee**

Wildwood Adventures obtains your contact details by email from you or the Booking organisation. When you first register for training with us you fill in an online booking form with the Beach Training School, Bournville Primary School, Selworthy Road (see their website for data processing info). Once registered your name and email address are sent to Wildwood by email to send course info and obtain essential personal information.

This includes name and address, contact details, date of birth and your experience of outdoor learning. You are asked to complete and sign a medical declaration including emergency contact person and details and an enrolment form. By signing this you are agreeing to your full name, email address, date of birth and gender being electronically sent to Cambium Sustainable for accredited courses which is shared with Agored the awarding body for certification.

Records we hold about your children when working in schools

Prior to a class starting we request a list of first names and medical details of children attending. The children's first names may be sent via email and the message then deleted. Names, medical details and dietary requirements are recorded on a paper register which is held by the Forest School Leader and shared with the Forest School assistant.

Accidents/incidents are recorded on an accident forms. Data relating to safeguarding will be noted in a similar way and passed to the safeguarding lead/and or local authorities as per safeguarding regulations.

Records we hold at Forest events

Bookings made via the website using Book When and payments made as bank transfers or paypal. Name, email and contact details collected. An optional sign in register on the day may be used to record names of adult and child, contact details of attendees. It may request consent using a tick box to agree to follow up emails/information.

Employee records

Personal information will be obtained to assess the suitability of the candidate for work with Wildwood Adventures. Copies of enhanced DBS, self-declarations, interview notes and risk assessments will be kept until the person leaves employment with Wildwood Adventures.

Lawful Bases for uses of Personal Information

We are committed to collecting and using Personal Information in accordance with applicable data protection laws. By law, we must have a legal justification, known as a lawful basis, in order to use your Personal Information for the purposes described in this Privacy Policy. Depending upon the purpose, our lawful basis will be one of the following:

- Performance of a contract - to arrange, underwrite or manage our products, or handle claims in accordance with their terms;
- Compliance with a legal obligation - to meet responsibilities we have to our regulators, tax officials, law enforcement, or other legal responsibilities;
- Legitimate interests - to operate and improve our products and services and keep people informed about our products and services or for any other purposes we identify as appropriate to our business needs, or those business needs of a third party;
- Consent - where we have obtained appropriate consents to collect or use your Personal Information for a particular purpose.

- Where we process Special Category Personal Information (e.g. racial or ethnic origin or medical information) we will ensure that we rely on one of the additional bases for processing which relate to the processing of this type of information.

How we Share and use the data

Personal Information: We do not sell, trade, rent or otherwise share your Personal Information with third parties without your consent. We may share your Personal Information with third-party providers who are performing services for the Wildwood Adventures. In general, these providers used by us will only collect, use and disclose your information to the extent necessary to allow them to perform the services they provide for Wildwood Adventures. For example, when you provide us with personal information to book onto an accredited training course you consent to our collecting and using such personal information for that specific purpose.

However, certain third-party service providers, such as payment processors, have their own privacy policies in respect of the information that we are required to provide to them in order to use their services. For these third-party service providers, we recommend that you read their privacy policies so that you can understand the manner in which your Personal Information will be handled by such providers. In addition, we may disclose your Personal Information if required to do so by law or if you violate our Terms of Use.

All information we collect about you and your child/ren is treated confidentially. Only the Forest School Leader and assistant/s will have access to personal information, unless permission is granted by you for any other purpose. Information collected by us allows us to communicate with you; comply with our emergency procedures, ensure we meet individual's needs; assess marketing needs. Safeguarding notes will be shared with the local authority as per safeguarding regulations.

Taking photos of you and/or child/ren is will only be permitted if signed consent is given. Photos may be used for promotional leaflets; our website and social media accounts. No names will be used with these.

Data processing

Our website, through which people can make enquiries, is processed by Wordpress, which collects statistics on visits.

Photos taken during the session may be shared on our Facebook page, Twitter & Instagram accounts. When visiting these sites, they collect statistics. They are GDPR compliant and you should refer to their privacy statements.

Texts are received and sent on the mobile phone but personal number of trainees are not saved.

The electronic devices used – desktop computer and mobile phone, are password protected.

We ensure Accident and Safeguarding, registers including medical details are kept confidential and secure.

How long we keep your data

Trainee records will be deleted after a year of completing the course. Registers and medical information about children will be deleted within a year of the Forest School sessions being completed. Accident forms for children will be kept for 21 years to comply with the Limitation Act 1980. For adults it will be 3 years. Safeguarding notes will be kept for a reasonable period of approx. 3 years.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

To exercise any of your rights you can submit your request to us by any convenient means. Please see our Data Protection Officer's contact details below.

How to make a complaint

If you consider that we have not acted properly when using your personal information, you can complain to us by any convenient means. You are also able to contact the Information Commissioners Office via their website- <https://ico.org.uk>

Our contact details

Wildwood Adventures has appointed a Data Protection Officer, with overall responsibility for data protection matters. If you would like any further information about anything within this Notice, The Data Protection Officer can be contacted at:

Post: The Covey, Towerhouse Lane, Wraxall, BS48 1JR

Email: macgregorrachel@hotmail.com

Phone Number: 07961 473 860