



Data protection and privacy policy

Grass Roots Forest School is committed to protecting your privacy and compliance with the data protection act. Grass Roots Forest School will therefore follow procedures which aim to ensure that all employees, elected members, trainees/placement staff, helpers of Grass Roots Forest School who have access to any personal data held by or on behalf of GRFS are fully aware of and abide by their duties under the data Protection Act 1998.

Data protection legislation controls how your personal information is used by organisations, including businesses and government departments.

In the UK, data protection is governed by the [UK General Data Protection Regulation \(UK GDPR\)](#) and the [Data Protection Act 2018](#).

Everyone responsible for using personal data has to follow strict rules called 'data protection principles' unless an exemption applies. There is a [guide to the data protection exemptions on the Information Commissioner's Office \(ICO\) website](#).

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.

Statement of Policy

In order to operate efficiently GRFS has to collect and use information about people/children with whom it works. These may include members of the public, current, past and prospective employees as well as parents and carers.

In addition, it may be required by law to collect and use information in order to comply with requirements of central government.

This personal information must be handled and dealt with properly, however it is collected, recorded and used, and whether it be on paper in computer records or recorded by any other means, and therefore are safeguards within the Data Protection Act 1998 to ensure this.

GRFS regards the lawful and correct treatment of personal information as very important to its successful operations and to maintaining confidence between GRFS and those with whom it carries out business and/or cares for. GRFS will ensure that it treats personal information lawfully and correctly.

To this end GRFS fully endorses and adheres to the principles of Data Protection as set out in the data Protection Act 1998.



Who is a Data Protection Officer (DPO)?

The Data Protection Officer (DPO) is Vicky Faulkner and is the designated individual responsible for ensuring an organization complies with data protection laws, including the UK General Data on a day-to-day basis. Contact Info grassrootsforestschool@gmail.com

Grass Roots Forest School is the Data Controller and are registered with the ICO, renewed annually or as otherwise legally required.

Protection Regulation (UK GDPR) and the Data Protection Act 2018. The DPO advises on data processing activities, monitors compliance, conducts audits, and serves as a point of contact for data subjects and regulators, such as the Information Commissioner's Office (ICO).

The Controller is GRFS and The Data Processor is Josephine Matthews who in the event of requested information can be contacted by email josephinecmatthews@gmail.com

How we comply with the Data Protection Act of 1998:

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 1998. 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.

What personal information we collect:

If you are a customer we will collect:

Registration information that you provide voluntarily when enrolling your child/student and or service user via telephone, online or in person. This information may include

- Birth name (along with any other name the child is known by).
- Date of birth.
- Gender.
- School attended.
- Ethnic background.
- Home address and telephone number(s).
- Parents or carers name.
- Any other emergency contact names and numbers.
- Family doctor's name, address and telephone number.
- Details of any special health issues (including a special educational needs or physical disability statement).
- Details of any special dietary requirements, allergies and food and drink preferences



We may also, from time to time, ask you for, or enable you to provide, additional information so that we can improve our service to you. There will be no obligation on you to provide this information.

If you are a visitor we will collect:

Contact information such as name, telephone number, email address and mailing address.

If you are a job applicant, we will collect:

Information that you provide voluntarily when applying for a job via telephone, online or in person. Information may include your name, mailing address, email addresses, telephone number, employment history, education, DBS number, references, affiliations and other curriculum vitae information.

If you are a member of staff:

Information you voluntarily provide in order to be paid Information may include NI number, bank details and date of birth.

Record Keeping

Additionally, and in accordance with our policies and procedures, the following records and information will be stored and maintained by GRFS

- An up to date record of all the staff, students and volunteers who work for GRFS, including their name; address; telephone number; DBS check; references; employment details and any other information (such as their Continuous Professional Development - CPD) accrued during their time spent working with GRFS
- A record of any other individuals who regularly visit/spend time working with or alongside GRFS including their contact details.
- Records of the activities planned and implemented by GRFS, including any off-site visits and outings.
- Records of signed Emergency Medical Treatment Forms, giving parental or carers authorisation for staff to consent to emergency treatment for children and or service users
- A fully completed and up to date Accident Record and Incident Record.

GRFS staff have overall responsibility for the maintenance and updating of records and ensuring that they are accurate.

All required records relating to individuals are maintained and retained for one year after they last attended the GRFS sessions. They will be stored in a lockable filing cabinet at the DPO Vicky Faulkner's ICO registered address in a lockable room or online protected by a password system.



Why does Grass Roots Forest School collect personal information:

GRFS takes great care to protect your personal information. We limit the information we collect to what is necessary to provide you with high quality services and respond to specific requests.

There are several reasons why we need to collect personal information:

Respond adequately to your requests.

Provide a safe, healthy and successful environment for your children in our care.

Administer medical care when necessary.

Comply with government regulations and standards.

Aide in the administration of services; and

Allow employers providing this benefit to you the ability to assess utilisation and quality services.

What we do with personal information

We do not sell, trade or rent your information to other parties. Your personal information will be used only for the purposes of communicating with you in relation to our services, for assessment and analysis to enable us to review, develop and improve the services we offer, or for any other purposes to which you have given your consent.

Data Gathering:

All personal data relating to staff, children and their families or other people of whom we have contact, whether held on computer or in paper files, are covered by the Act.

Only relevant personal data may be collected and the person from whom it is collected should be informed of the data's intended use and any possible disclosures of the information that may be made.

Data Storage:

Personal data will be stored in a secure and safe manner.

Electronic data will be protected by a password

Manual data will be stored in a lock box or securely at our ICO registered address and the DPO is Vicky Faulkner Director and Lead of GRFS where it is not accessible to anyone who does not have a legitimate reason to view or process that data.

Particular attention will be paid to the need for security of sensitive personal data.

Strict checks are applied to determine the length of time information is held.



Data Checking:

GRFS will issue regular reminders to staff and parents to ensure that personal data held is up to date and accurate.

Any errors discovered will be rectified and, if the incorrect information has been disclosed to a third party; any recipients will be informed of the correct data.

Data protection statements will be included on any forms that are used to collect personal data.

Retention of Personal Data:

GRFS does not hold any data longer than necessary, having considered the purposes for processing. We will retain records and information required for possible future use as defined by current guidance and legislation.

Child and Parent/ Legal Guardian Rights:

Parents/legal guardians are entitled to be provided with:

1. Actual information processed about their child
2. A description form where this information has been collected;
3. The purpose for processing such information;
4. Details about the recipients to whom data is disclosed;
5. Knowledge of the logic involved in any processing of data concerning the child

The request has to be made in writing duly signed by the parents/legal guardians and addressed to the manager of GRFS. Requests concerning children are to be made by their parents/legal guardian on behalf of the child. GRFS aims to comply as quickly as possible with requests for access to personal information and will ensure that it is provided within a reasonable time, unless there is a good reason for delay. When a request for access cannot be met within a reasonable time, the reason will be explained in writing to the parent/legal guardian making the request. In the event that personal data prove to be incorrect, the parent/legal guardian concerned may request to rectify, erase or not to use the information in question.

If you have any questions or concerns about our data protection and privacy policy and practices, please contact the DPO Vicky Faulkner at grassrootsforestschool@gmail.com



Confidentiality:

The Lead, staff, volunteers and any other individual associated with the running or management will respect confidentiality by:

- Not discussing confidential matters about babies, children or young people with other parents/carers.
- Not discussing confidential matters about parents/carers with children, young people or other parents/carers.
- Not discussing confidential information about other staff members.
- Only passing sensitive information, in written or oral form, to relevant people.

In circumstances where staff have good reason to believe that a child is at risk, or is likely to be at risk, of child abuse or neglect, the Safeguarding Policy will override confidentiality on a 'need to know' basis.

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