



Privacy Notice

How your Personal Data is Handled: Attendees and Families

Introduction

Beccles Forest Schools is committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

What personal data do we collect?

We collect personal data about you and your child to provide care, support and learning that is tailored to meet you and/or your child's individual needs.

Personal details that we collect about a child and their family include:

- name
- date of birth
- home address and who the child lives with
- health and medical needs, including tetanus vaccination status
- development needs
- any special educational needs
- consent for taking and sharing photos/videos
- consent for administering first aid and suncream, and sharing details with medical professionals
- persons with parental responsibility
 - full names
 - contact details (phone, email)
- court orders pertaining to your child
- emergency contact details, if other than parents (name, relationship, phone, email)
- names of persons with permission to collect the child from us, and a pick-up password
- any additional information that you provide to us in the booking form or emails
- whether a family is in receipt of universal credit or eligible for tax-free childcare

Learning in Nature CIC & Beccles Forest Schools

Old School House, Barsham, Beccles, Suffolk, NR34 8HA

Company Number: 11747933

Ofsted URN: 2610910 Setting ref: 2610909



- PayPal email, payment details and payment plan information, where appropriate
- attendance records
- observations of development and sessional reflections
- photos/videos of participation in sessions
- SEND observations, where appropriate
- safeguarding concerns, where appropriate

Where applicable, we obtain child protection plans from social care and health care plans from health professionals. Where necessary, we may liaise with other childcare settings and professionals to discuss a child's development, with written permission from their parent/carer. (Where there are significant safeguarding concerns, we may liaise with other professionals without written permission.)

While we no longer accept Early Education Funding hours, we are required to store information concerning families who used these hours with us between April 2021 and March 2024, specifically PAFs submitted and children's birth certificates.

Personal details that we collect about an adult attendee include:

- name
- phone number
- email address
- emergency contact details (name, relationship, phone, email)
- health and medical needs, including tetanus vaccination status
- consent for taking and sharing photos/videos
- consent for administering first aid and sharing details with medical professionals
- PayPal email, payment details and payment plan information, where appropriate

All attendee information is collected from you (or your child) directly in the booking form, or otherwise in person, in emails or via phone calls with you.

Why we collect this information and handling this data

We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- provide Forest School, forest fun or childcare sessions for your child and/or you
- contact you/others in case of an emergency

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- to support you and/or your child's well-being and development
- to manage any special educational, health or medical needs of you or your child whilst at our setting
- to carry out regular assessment of your child's progress and to identify any areas of concern, in line with our responsibilities
- to maintain contact with you about your child's progress and respond to any questions you may have
- to keep you updated with information about our service

We record your child's activities for their individual learning record, in line with Ofsted regulations. This may include photographs and videos. You have the opportunity to withdraw your consent at any time for images taken, by confirming so in writing. We record your and/or your child's activities within our Forest School observation and reflection procedures.

We have a legal obligation to process safeguarding-related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending if we are their Early Years setting (see [W Transfer of Records to School Policy \(July 2025\).docx](#)).

Who do we share your data with?

In order for us to deliver Forest School, forest fun and childcare services, we also share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service
- banking services to process chip and pin and/or direct debit payments (as applicable)
- the Local Authority, as a registered childcare provider
- our insurance underwriter (if applicable)
- our setting software management provider (if applicable)
- the school that your child will be attending (if applicable)

We will also share your data if:

- we are legally required to do so, for example, by law, by a court or the Charity Commission
- to enforce or apply the terms and conditions of your contract with us
- to protect your child and other children; for example by sharing information with social care, emergency medical services (if you have granted permission for us to do so), or the police

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- it is necessary to protect our/or others rights, property or safety
- we transfer the management of the setting, in which case we may disclose your personal data to the prospective manager so they may continue the service in the same way

We will never share your data with any other organisation to use for their own purposes.

How do we protect your data?

We protect unauthorised access to your and/or your child's personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

- Using cloud software to process all data
- Saving and/or backing up files digitally on a password-protected device, including work-only laptops and phones

How long do we retain your data?

We retain your and/or your child's personal data for at least 6 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal requirements. Your child's learning and development records are maintained by us and may be provided to you when your child leaves.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (see our

[W Children's Records Policy \(December 2025\).docx](#)).

Some provided data is not held on file during your child's attendance at Beccles Forest Schools, and may be deleted immediately, or after a period.

Please see [W Retention of Records Grid \(December 2025\).docx](#)

Automated decision-making

We do not make any decisions about you or your child based solely on automated decision-making.

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Legal basis for using this data

We only collect and use your and your child's personal data when the law allows us to and in accordance with ICO's guidance on the lawful basis for processing.

Most commonly, we process it where:

- The processing is necessary for the performance of a contract to which the data subject is party, such as with providing childcare or other sessions

Often, we process it where:

- We need to comply with a legal obligation, such as with reference to medical conditions or for safeguarding purposes
- We need it to perform an official task in the public interest, for example, where it relates to a child's educational progression

Less commonly, we may also process your and/or your child's data in situations where:

- We have obtained consent to use it in a certain way, such as photographs or videos
- We need to protect the individual's vital interests (or someone else's interests)

Some of the reasons listed above for collecting and using your and/or your child's personal data overlap, and there may be several grounds which justify our use of this data.

Your rights with respect to your data

You have the right to:

- request access, amend or correct your/your child's personal data
- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your, and your child's personal data to another person

If you wish to exercise any of these rights at any time, or if you have any questions, comments or concerns about this privacy notice, or how we handle data, please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk.

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Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate.

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| This privacy notice was adopted by: | Learning in Nature CIC & Beccles Forest Schools |
| Date of adoption: | 6th May 2025 |
| Date to be reviewed: | 6th May 2026 |
| Signed, on behalf of the provider: |  |
| Name of signatory: | Rach Whitwood |
| Role of signatory: | Co-Director |