

Privacy (GDPR) Policy

The privacy and security of your personal information is extremely important to us. This policy explains how and why we use your personal data, to make sure we can complete our service, and you can be confident about giving us your information.

At Chichester Forest Schools the use of personal data (any information which identifies you, or which can be identified as relating to you personally for example, name, address, phone number, email address, NI number, date of birth, sex, medical information and sensitive information such as mental health issues and any other personal information which you or the referrer deems relevant to the application) will be collected by us and used only by us. We will only collect the personal data that we need. We do not share data with anyone, and you can opt-out at any time.

We may collect information which you give us via phone call, text message, WhatsApp, email and in person which informs us of any changes or updates on how we work with you and/or your child.

No data will be passed to any third parties. Any data will be stored securely both on paper and computer.

What personal information do we collect from the people that visit our website?

When signing up to our newsletter via our website/Mail Chimp you will be asked to enter your name and email address.

Email addresses

We will store your email address on our mailing list if you have opted in to keep receiving any promotional updates of upcoming events which you may be interested in. This may have been in person or via the booking pages on Bookwhen, Eventbrite or social media. You may opt out of this at any time by emailing info@chichesterforestschoools.com

Use of Photographs

We may take photographs at sessions. We will only take and use photographs if you have given us consent to do so. Names are not released with photos. Photos may be used on our Facebook page and other media.

Zoom sessions

We will record sessions on zoom and when you sign up for our zoom sessions you are consenting to the recording. This is so we can share the session on our social media for people who were not able to attend and so we have a record of the content of the meeting.

Information from Referrers

We collect Information given to us by the referrers via the initial application form such as name, address, telephone numbers, school, medical information and risk assessment information – you may request to see this at any time by contacting the CEO Rachel Maynard at rachel@chichesterforestschoools.com

How do we use your information?

We may use your information to contact you about our events and training. We only use your information if you have consented to receive information about Chichester Forest Schools and events.

How Do We Protect Your Information?

We use your data to inform us on the best way to work with you and/or your child, using personal and sensitive information to adapt sessions to make it most comfortable for you and/or child.

Your personal information is contained behind secured networks and is only accessible by a limited number of persons who have special access rights to such systems and are required to keep the information confidential. Where paper records exist, they will be shredded as soon as they are no longer operationally necessary.

Your information is kept, with your consent, for a maximum of 3 years, unless it is required to be kept for a longer period by regulating bodies. We will never share your details with third parties except where legally required.

We will only share your information with your consent. Where consent to store and/or share within Chichester Forest Schools is not given, or is withdrawn, we will remove you from all emails and storage devices. We will not retain your data any longer than is necessary for the purposes set out in this policy. Different retention periods apply for different types of data, however the longest we will normally hold personal data is for 3 years.

Third Party Disclosure

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information.

Chichester Forest Schools shares weekly updates to the referring agency and wider network as requested by the referrer via email, these updates include a brief summary of

the session – any significant information about behaviour and a brief outline of following sessions– NO identifiable personal information is used in these emails. All emails only include your child's initials, we do not use full names in our updates.

Where personal information which is collected about your child as part of your association with Chichester Forest Schools information will only be shared for the purposes of child protection in line with our Safeguarding Policy which you may request at any time from info@chichesterforestschoools.com

Chichester Forest Schools does not, except where legally required, share your personal information with any other third party other than those outlined above. We will never rent or sell your data to any organisation for marketing purposes

We may share your data with governmental bodies, regulators, law enforcement agencies, courts/tribunals and insurers when required to do so:

1. To comply with our legal obligations
2. For the prevention, detection, investigation of a crime or prosecution of offenders
3. For the protection of our employees, service users and customers.

Your Rights

In relation to data about you, for which we are the data controller, the GDPR requires us to inform you of the rights listed below.

- You have the right to ask us for access to and ratification or erasure of personal data or restriction of processing.
- You have the right to object to processing information on the basis of Legitimate Interest.
- You have the right to data portability for the data that you provided about yourself on the basis of Consent of Contract.
- You have the right to withdraw your Consent at any time, without affecting the lawfulness of earlier processing.
- You have the right to lodge a complaint with the Information Commissioner's Office.

You can find more information about these rights on the website of the Information Commissioner's Office.

GDPR

We are relying on legitimate interests which means that:

- We are using a targeted and proportionate way of achieving our purpose.
- We take on extra responsibility for ensuring people's rights and interests are fully considered and protected.
- Legitimate interests mean we use data in ways that people would reasonably expect and that have a minimal privacy impact.
- We rely on legitimate interests for marketing activities having a proportionate and minimal privacy impact, would not be likely to surprise or be objected to.
- We keep a record of our LIA (Legitimate Interest Assessment) and the outcome.

The Information Commissioner's Office (ICO) regulates compliance with data protection legislation and can provide you with independent and impartial advice and guidance.