**Privacy Policy**

The privacy and security of your personal information is extremely important to us. This privacy 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) will be collected by us and only used by us. We’ll only collect the personal data that we need. With our newsletter, events information we do not share data and people can opt-out at any time.

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/mailchimp you will be asked to enter your name and email address,.

**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.

**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 visitor information?**

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.

**Third party Disclosure**

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

 **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.