

Privacy Policy

All Seasons Forest School is committed to ensuring your data is held securely and used only for the purpose stated. By agreeing to this privacy policy you are agreeing to All Seasons Forest School holding and using information for the purposes stated below.

We collect personal information relating to you and your child/yp to ensure their safety during our sessions and to pass onto third parties such as the emergency services if necessary. Personal information is stored in a secure place accessible only to those with right or need to access them.

Personal information is collected via bookwhen a secure, password protected booking site and held for 6 months post booking before automatic deletion. Please see <https://bookwhen.com/privacy> policy.

Consent forms are printed as a paper copy and held in a health and safety folder - pertinent to the event the attendee has subscribed to and away from general access. Staff working with the children/yp will have access this information. Paper consent forms are held only as long as needed and then destroyed. In the event of an accident/ incident relating to an attendee personal information will be kept securely for 6 years after attending the event.

No information is shared with 3rd parties without the express consent of the parent/carer with parental responsibility for the child or person attending the event. Express consent is sought for contacting clients by email regarding future events and taking and using photographs of the child/yp/adult attending events for publicity, funding bids, records.

You have the right to request the deletion of your personal information held for the above purposes at any time. This can be done by email.

All Seasons Forest School is registered with the ICO for the purposes of holding personal records on a computer and photographs/videos on a digital device.

In order to ensure compliance with the above membership is renewed annually.

Staff and volunteers are to be aware of the need to protect children's privacy and legal requirements relating to children's information.

Any breach of personal data will be reported to the ICO within 72 hours of occurrence and clients informed.

