



BØRN OF THE FOREST

PRIVACY POLICY

Who we are?

Premises address: Børn of the Forest CIC, Old Gate Woods, Pannal Road, Follifoot, HG2 4DP

Website: www.bornoftheforest.co.uk

In line with the Data Protection Act 2018, Børn of the Forest CIC (BOTF) are committed to protecting your data. We take your privacy seriously and will only ask for details about you and your children to ensure our events are safe and appropriate. If you have any queries about data protection at BOTF please contact us at info@bornoftheforest.co.uk

When you book a Børn of the Forest sessions / events through our website, via Bookwhen:

- We may ask for your name / organisation name, phone number and email address. Further information about attendee names, age and any additional information such as relevant medical conditions, allergies or SEND information. This is to:
 - Ensure we can provide a personalised and age-appropriate event.
 - Ensure any food or drink we supply is safe and suitable for the child/ren in your care. –
 - Ensure we are aware of any special educational need, disability or relevant medical conditions so that we can plan sessions appropriately and maintain Børn of the Forest as being accessible for all.
 - Enable us to contact you by phone or email in the unlikely event that a session need to be postponed or cancelled, or if there is a problem with your booking.
- The data you provide will only be stored securely by Børn of the Forest CIC
- If you book via the website, the data you provide will only be stored on the Bookwhen secure server, based in the United Kingdom.
- Embedded content in our website from bookwhen.com behaves in the exact same way as if you have visited their website.
- Bookwhen.com may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.
- If you return a form to us in paper form, it will be filed and stored securely in our home office.
- We will store this data for 2 years for our reference and accounts and then delete it.
- We will never share your details with third parties with the exception of in the case of an emergency, when we may have to share your contact details with the emergency services.
- You may contact Børn of the Forest CIC at any time to enquire about the information we hold on you and ask us to update, move or delete it.

Use of photographs and videos:

- We may take photographs/videos during events to use for promotional purposes and on our website and social media platforms. Photos will not include faces or any identifying features of participants unless prior consent is given. If you or anyone

attending the event would prefer for us not to use photos in this way, please contact us to let us know by emailing info@bornoftheforest.co.uk

- Photos will not be taken with school bookings that include any images of people, however we are more than happy for schools to take their own photos / videos for learning evidence and promotion.
- By tagging us in your photos on social media you give us permission to share the image with our followers.

If you choose to sign up to our mailing list:

- You will be giving us permission to contact you via email.
- We will only contact you about upcoming Børn of the Forest sessions, dates tickets will be available, and to share relevant news related to Børn of the Forest
- Your name and address will only be stored on the Flodesk secure server and can only be accessed by authorised personnel.
- Your personal information will never be shared with any third parties.
- You may unsubscribe from our mailing list at any time.