

Privacy Policy for Forest Sprites LTD



1. Introduction

This Privacy Policy explains how **Forest Sprites LTD** collects, uses, stores, and protects personal information about children, parents/guardians, staff, volunteers, and visitors. We operate our Forest School sessions on the grounds of **Crookham Junior School** and are committed to safeguarding privacy in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

By enrolling a child, participating in our programmes, or interacting with us, you agree to the practices described in this policy.

2. Information We Collect

2.1 We collect data related to every participant and in the case of children, their parent' guardian details to ensure a safe working service. We also collect specific data relating to staff for the same purposes.

3. How We Use Personal Information

We use personal data only for legitimate educational, administrative, and safeguarding purposes, including:

- Delivering safe and appropriate Forest School sessions at **Crookham Junior School**
- Communicating with parents/guardians
- Responding to medical needs or emergencies
- Meeting legal and regulatory obligations
- Managing enrolment, billing, and attendance
- Documenting learning and development
- Improving our services and programme delivery
- Sharing updates, newsletters, or promotional materials (with consent)



4. Legal Basis for Processing

We process personal data under one or more of the following legal bases:

- **Consent** (e.g., photos, marketing)
- **Contractual necessity** (e.g., enrolment and service delivery)
- **Legal obligation** (e.g., safeguarding, health and safety)
- **Vital interests** (e.g., emergency medical care)
- **Legitimate interests** (e.g., programme improvement, internal administration)

5. How We Store and Protect Data

We take appropriate technical and organisational measures to protect personal data from loss, misuse, unauthorised access, or disclosure. These include:

- Secure digital storage systems



- Password-protected devices
- Restricted access to sensitive information
- Staff training on safeguarding

We retain personal data only for as long as necessary to fulfil the purposes outlined in this policy or to meet legal requirements.

6. Sharing Personal Information

We do **not** sell or share personal data for marketing purposes. We may share information only when necessary with:

- Emergency services
- Local authorities or safeguarding agencies
- Regulatory bodies (e.g., Ofsted)
- Payment processors
- IT service providers (secure and GDPR-compliant)
- External activity providers (with consent and only when essential)

Any third parties are required to protect data in accordance with UK GDPR.



7. Photographs and Media

We may take photographs or videos during Forest School sessions for:

- Learning documentation
- Displays or portfolios
- Website or social media (only with explicit consent)

Parents/guardians may withdraw consent at any time.

8. Your Rights

Under UK GDPR, you have the right to:

- Access your personal data
- Request correction of inaccurate information
- Request deletion (where legally permissible)
- Restrict or object to processing
- Withdraw consent at any time
- Request data portability

To exercise these rights, please contact us using the details below.

9. Contact Us

If you have questions about this Privacy Policy or wish to exercise your data rights, please contact:

Forest Sprites LTD – Data Protection Lead Location: Crookham Junior School Email: forest.sprites.26@gmail.com

