

Privacy Policy

Forest Explorers is committed to protecting your personal data.

Our Privacy Policy 2018 states how we may use your information that you give to us when you book a session with us and the ways that we protect your privacy.

We will always comply with Data Protection Act 1998 and 2018 which means that:

1. We will only collect and hold your personal data for a legitimate reason
2. Your information will be kept up to date and accurate
3. We will protect your personal data in several ways
4. Your personal information will be destroyed safely once we no longer need it

How Forest Explorers comply with the Data Protection Act 1998 and 2018

When you book a session with us and we ask for your personal information (including your name, address, e-mail address, date of birth etc.) we have a legal duty to protect your data and therefore will treat it in accordance with the rules and regulations of the Data Protection Act.

Ways in which we collect your information

There are different ways that we collect your information when you book you and your children on to our Forest Explorers sessions and events.

We ask for your personal information (including name, address, email, contact numbers, children's date of birth, medical information, photo consent) when you:

- Complete a booking form for your child's party
- Complete a booking form for our Forest School Wednesday group
- Book through the website for any of our family events, forest holiday club, home education sessions or adult events
- Hire our classroom for any type of event
- Sign up to any of our waiting lists via email
- Let us know about a change in your personal circumstances (for example, if you change your name when you get married or move house).
- Sign up to our mailing list through our website or Facebook page

How we may use your information

We use information that we have about you and your children for the safe running of Forest Explorers.

We use your information to keep you updated about events at Forest Explorers

We collect emails to keep you updated about events at Forest Explorers. We use MailChimp to send out event information emails. You can opt-out at any time by clicking on the Unsubscribe button at the bottom of every email that we send to you.

How long do we keep your information for?

We are required to keep certain personal information including parental consent forms for our Forest Holiday Club which include medical information.

We also keep accident report forms which detail personal information.

We are required to keep this information for 7 years.

In the case of an emergency, we may use the information given to us on your completed parental consent form with the emergency services.

How do we store your personal data?

Personal information that is required to be kept is stored on the original physical form and stored in a secure office area.

All personal information is stored securely for use by Forest Explorers only.

Forest Explorers uses Mailchimp to store email addresses to update you on our upcoming events. You can opt out of these emails by unsubscribing at any time.

Personal data is stored on our WordPress website when an event or home education session is booked.

All information is deleted when no longer required for business purposes or after 7 years.