

# Privacy Policy



In line with the GDPR guidelines of 2018 Muddy Bugs Forest School is committed to protecting your data. If you have any queries about data protection at Muddy Bugs Forest School, please contact us at [info@muddybugsforestschool.co.uk](mailto:info@muddybugsforestschool.co.uk)

The dedicated ICO (Information Commissioner's Office) GDPR helpline for any queries regarding breaches of data is 0303 123 1113.

Please see our privacy policy below for more information about how we protect your data.

## Privacy Policy for Parents

Muddy Bugs Forest Schools is committed to protecting your privacy. This statement explains how we use any information you give to us and the ways in which we protect your privacy. We ask you to read it carefully. We may be required to change it from time to time, so we also ask you to check it occasionally to make sure you are aware of the latest version.

### How we comply with the Data Protection Act of 1998 and 2018.

We treat any personal information (which means data from which you can be identified, including your name, address, e-mail address, etc.) that you provide us, or that we obtain from you, in accordance with the provisions of the Data Protection Act. Under this Act, we have a legal duty to protect any information we collect from you. Any amendments to this policy will continue to be in accordance with the provisions of the Data Protection Act 1998.

### How we collect information about you.

When you send your children to Muddy Bugs Forest School, we receive information about you and any children who attend our sessions in a number of different ways.

You may give us the information when you:

- Apply for a session at Muddy Bugs Forest School.
- Apply for any future holiday camps with us.
- When you sign up to any of our waiting lists.
- When you let us know about a change in your personal circumstances (for example, if you change your name when you get married or move to a new house).
- We may receive it from another organisation, for example, should we be required to work with the local council.

### How we use your personal information.

We use information that we have about you and your children for the running of Muddy Bugs Forest School. These generally fall into the following areas.

1. Administration – This applies to past, current, and potential future children and their parents / guardians. We use this information for the provision of childcare.

The types of personal information we collect, and use include:

- The personal details of your child.
- The payment of fees due.
- Details of the child's Family (so we can contact you in case of an emergency).
- Medical information (so we can cater for any special needs).

2. Provision of Education – This applies to past, current, and potential future children and their parents / guardians. We use this information to ensure that your child’s development needs are catered for.

The types of information we collect, and use include:

- Education and Training Details (so we can ensure your child’s development needs are catered for).

3. Keeping you informed – This applies to current, past, and potential future children and their parents / guardians. We use this information to keep you updated about events at Muddy Bugs Forest School e.g. to let you know about news, events and changes to schedules. The types of information we collect, and use include:

- Email address. So we can email you updates and newsletters. (Note: This is optional, and you can opt out of receiving email updates at any time).

### **How long we keep your information for.**

We are required to keep certain personal information including registers, medication records and accident records pertaining to the children for at least 3 years after the child has left Muddy Bugs Forest School (sometimes much longer). This is in order to comply with ‘Early Years Foundation Stage Welfare Requirements’ (given legal force by Childcare Act 2006) and other legislation (e.g. Limitation Act 1980/The Statute of Limitations (Amendment) Act 1991).

### **Who we share your information with.**

Generally, we only use your information within Muddy Bugs Forest School. There are some occasions when we need to share personal information about you and / or your child with third parties. These are:

- Every now and again, we receive requests for information from schools, government departments, the police and other enforcement agencies. If there is a proper legal basis for sharing your personal information, we will provide it to the organisation that is asking for it.
- In case of an emergency, we may need to share with the emergency services details of your child including details of any medical conditions as provided to us by you.

### **Where we store personal data.**

We use third-party data processors; these are secure online systems and any personal information shared with us is stored securely for necessary use by Muddy Bugs Forest School. The following systems are in use and their privacy statements and policies can be found below.

Bookwhen: We use Bookwhen for bookings of many of our sessions. Bookwhen’s privacy policy can be found [here](#).

Google drive: Google drive, an online cloud-based storage system, is used for necessary data storage including personal information when relevant. Google Drive terms of service state, "You retain ownership of any intellectual property rights that you hold in that content. In short, what belongs to you stays yours." Google privacy policy can be found [here](#).

Mailing lists: When we contact you via a mailing list we use an external platform called Mailchimp and their privacy policy can be found [here](#). You can opt out of receiving mailing list emails at any time.

### **Where we will process information.**

As we use third party storage systems (detailed above), personal information may be stored in servers outside of the United Kingdom. We will only use your personal information in the United Kingdom.

#### **Our commitment to you.**

We will process your personal information in line with the Data Protection Act. This means that we will:

- Only collect and hold information about you which we need for some reason;
- Keep your personal information up to date and accurate (to help us do this, please let us know if any of your details change);
- Take appropriate steps to protect your personal information from being used without permission, or illegally, and to safeguard your rights; and
- Destroy your personal information in a secure way once we no longer need it.

#### **Your rights over your personal information.**

You have certain rights over your personal information. Most importantly, you have a right to ask for a copy of all the personal information we hold about you but there are some legal exceptions to this, such as information which is confidential to Muddy Bugs Forest Schools . If you would like a copy of your personal information, you should contact us on [info@muddybugsforestschool.co.uk](mailto:info@muddybugsforestschool.co.uk).

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