



DATA PROTECTION POLICY

BEING Outdoors CIC is committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your involvement with BEING Outdoors. This notice explains how we comply with the law on data protection and what your rights are.

For the purposes of data protection we, Rachel Monteath, Graham Fletcher-Shaw, Patsy Leck and Marcella Lee-Gallon, Directors of BEING Outdoors CIC will be the controllers of any of your personal information. Contact details are set out in the "Get in touch" section at the end of this privacy notice.

PERSONAL INFORMATION WE MAY COLLECT

You may provide BEING Outdoors CIC with or we may obtain **personal information** about you via a school / organisation / LEA, such as:

Information via the website at www.beingoutdoorscic.org (**our Site**), the facebook page or via our email addresses. This may include personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers;

Information provided via our booking website (www.bookwhen.com/beingoutdoorscic) when attending our sessions or joining our waiting lists, such as name, DOB, contact email, phone number, age, looked after, young carer, FSM, additional needs, allergies, dietary needs, medical needs,, emergency contact details, photo / video permissions.

Group information for programmes with schools provided electronically. All documents shared are password protected.

Records of your interactions with BEING Outdoors CIC such as verbal and telephone conversations, emails and other correspondence and your instructions to us;

Details of your use of and movements through our website, including, but not limited to, traffic data, location data, personal identification numbers, IP addresses, weblogs and other communication data, whether this is required for billing purposes or otherwise, and the resources that you access;

Any other information you voluntarily submit or give permission for, including quotes, photographs and videos.

We do not collect or process any "Special Categories of Personal Information".

WHEN WE COLLECT PERSONAL INFORMATION

BEING Outdoors CIC collect personal information from you when you or your school / organisation:

Book onto our sessions via our booking website (www.bookwhen.com/beingoutdoorscic)

Sign up to our waiting lists via our booking website – name, email and phone number are gathered. These are optional and you can opt out of receiving email updates at any time.

Visit the website (www.beingoutdoorscic.org) - In common with most websites, BEING Outdoors CIC logs various information about visitors, including internet protocol (IP) addresses, browser type, internet service provider (ISP) information, referring / exit pages and date / timestamp. We may use this information to analyse trends, administer the site, track



your movement around the site and gather broad demographic information. This is a legitimate interest, to allow us to develop a website that our clients will find useful

Interact with our site and social platforms - you may voluntarily share information about yourself on our posts and blogs, and other services to which you are able to post information and materials (including the BEING Outdoors CIC social media platforms). Please note that any information you post or disclose through these services will become public information, and may be available to other site visitors, social media platform users and to the general public. We urge you to be very careful when deciding to disclose any information about yourself or your family via the social sharing features of our platform.

Receive data via our stakeholder organisations we work with (such as schools or local authorities)

HOW WE USE YOUR PERSONAL INFORMATION DATA

We use the data to inform our practice when we deliver programmes at BEING Outdoors – both at schools and at our private woodland, Shield Tree Wood.

Administration – for past, current and potential future participants of our programmes and parents / carers. This ensures the safe provision of our programmes.

Keeping you informed – for past, current and potential future participants of our programmes and parents / carers.

Keeping you up to date on current programmes, any changes, cancellations and new schedules

Sharing news about BEING Outdoors CIC and our services via our email mailing lists.

WHO WE SHARE DATA WITH

We may share your personal data with the following parties:

Our staff within BEING Outdoors CIC - for example our DSL, freelance Forest School Leaders, Outdoor learning assistants, After-School Club support staff. This will include any Pastoral or Safeguarding matters

Our stakeholder organisations - for example schools, youth organisations and local education authorities.

Our grant / funding providers: for example HAF programme funders to monitor who attends and eligibility for our holiday clubs, local, regional and national grant provider.

Our HR team: (email marketing specialists, payment processors, data analysis, and IT services).

Our social media followers: where you have voluntarily submitted your information to us, our social media platform or our site.

Schools, LEAs, The Government, police or other enforcement agencies: where we are required to do so by law or to assist with their investigations or initiatives;

Emergency services: in the case of a medical emergency we will provide details of any medical conditions of your child or you to the emergency services as provided by you.

Police, law enforcement and security services: to assist with the investigation and prevention of crime and the protection of national security.



Any party approved by you

We are obliged to share confidential information WITHOUT authorisation from the person who provided it (or to whom it relates) if it is in the public interest to do so. Such situations may include (amongst others):

When it is to prevent a crime from being committed or to intervene where one may have been;

To prevent harm (physically or emotionally) to a child or adult;

When not sharing the information could be worse than the outcome of sharing it.

Where there is evidence that the child is suffering, or is at risk of suffering, significant harm;

Where there is reasonable cause to believe that a child may be suffering, or is at risk of suffering, significant harm;

To prevent significant harm arising to children or adults, including the prevention, detection and prosecution of serious crime

LINKING WITH THIRD PARTY SITES

If you are linked to this Site from a third-party site, we are not responsible for the privacy policies and practices of the owners or operators of that third-party site and recommend that you check the policy of that third party site and contact its owner or operator if you have any concerns or questions.

The inclusion of a link on our services does not imply our endorsement of the linked site or service.

WHERE WE STORE YOUR PERSONAL DATA

ONLINE BOOKING SYSTEM: We use the booking website bookwhen and your data is stored and accessed on their software according to their GDPR.

EMAIL SOFTWARE: Mailing lists are stored and accessed on our email software – TITAN via our website service provider WORDPRESS. Email lists are also accessed with permissions via our bookwhen website.

GOOGLEDRIVE: Electronic paperwork containing personal data is encrypted and stored securely on our googledrive. Photos and videos are also stored here for marketing use (with permission).

SITE PHONE / TABLET: Photos and videos (with permissions) are stored on our site phone or tablet for the duration of the programme or transferred to googledrive for future marketing use.

PAPER FILING SYSTEM: All paper copies of personal data are stored securely in a locked filing system and field according to the programme in the administrator's office.

EMERGENCY CONTACTS / PERSONAL MEDICAL & ALLERGIES INFO: hard copies are stored during sessions at Shield Tree Wood in a locked secure cabinet mounted in the locked staff shed. They can only be accessed when needed by members of the BO CIC staff.

WHERE WE PROCESS YOUR PERSONAL DATA

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



HOW LONG WE KEEP YOUR DATA FOR

We will retain your electronic Personal Information for as long as **you're happy for us to use it**. You can ask us to remove personal data from our website or social channels at any time by using the contact details below.

For schools' / LEA / organisation programmes - We will retain your electronic Personal Information for 2 years after the end of the programme or sooner if requested by the stakeholder. Electronic documents will be permanently deleted from our secure electronic drive.

Where personal information is stored securely on paper, we will keep paper copies for 2 years after the end of you or your child's time with BEING Outdoors and will then shred copies securely.

HOW WE KEEP YOUR DATA SECURE

We employ a variety of technical and organisational measures to keep your personal information safe and to prevent unauthorised access to, or use, or disclosure of it. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk.

Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

YOUR RIGHTS IN RELATION TO YOUR PERSONAL INFORMATION

Under the General Data Protection Regulation (GDPR) 2018, you have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;
- the right to request that we transfer elements of your data either to you or another service provider; and
- the right to object to certain automated decision-making processes using your personal information.

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your



personal data. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the [Information Commissioner's website](#).

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Get in touch" section below.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

Please note, we are registered on the ICO Register.

CHANGES TO OUR DATA PROTECTION POLICY

Any changes we make to our data protection policy in the future will be posted on this page and, where appropriate, our social media channels. The date of the latest version will be included on the Policy introduction.

GET IN TOUCH

Questions, comments and requests regarding this data protection policy are welcomed and should be sent to:

Rachel Monteath (Director)
admin@beingoutdoorscic.org
07970 644753