Data Protection Policy

1. Overview

1.1 The goal of the data protection policy is to depict the legal data protection aspects in one summarising document. It can also be used as the basis for statutory data protection inspections, e.g. by the customer within the scope of commissioned data processing[i]. This is not only to ensure compliance with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 but also to provide proof of compliance.

1.2 The UK General Data Protection Regulation (GDPR) is a regulation, which requires any business that processes data belonging to UK citizens to protect it and not misuse it. As a responsible business, **The Woodland Works** aims to robustly implement the requirements of the UK GDPR. Part of meeting the obligation of meeting the obligations of UK GDPR is the production and implementation of this policy.

1.3 **The Woodland Works** is committed to the rules of data protection and abiding by seven data protection principles. These are the principles that must be satisfied when obtaining, handling, processing, moving and the storage of personal data.

1.4 As a forest school provider **The Woodland Works** must collect and process information to deliver its provisions. **The Woodland Works** is therefore considered the Data Processor and its course participants and employees the Data Subjects.

2. The 7 Data Protection Principles

a) Data must be obtained and processed fairly, lawfully and with transparency.
b) Data must be obtained for a specified, explicit and lawful purpose.
c) Data must be adequate, relevant and not excessive for its collection purpose ("data minimisation").
d) Data must be accurate and kept up to date.
e) Data must not be kept for longer than is necessary for its purpose.
f) Data must be processed in accordance with the Data Subject's rights.
g) Data must be kept safe from unauthorised access, accidental loss or destruction ("integrity and confidentiality").

3. Data Subjects Rights

3.1 Under the GDPR individuals have rights associated with their data, described below:

a) The right to be informed
b) The right of access
c) The right to rectification
d) The right to erasure
e) The right to restrict processing
f) The right to data portability
g) The right to object
h) Rights in relation to automated decision making and profiling

3.2 Children's Personal Data

For the benefit of this policy a child is classed as a young person under the age of 16. Children must have parental (or an individual in loco parentis) consent for The Woodland Works to collect and process their data.

[1] Commissioned Data Processing: definitions are available at https://www.lawinsider.com/dictionary/commissioned-data-processing

4. Data Collection

4.1 **The Woodland Works** collects data as part of the booking and registration process required for its provisions. **The Woodland Works** collects and retains data as part of its administrative tasks.

4.3 When individuals provide their data to **The Woodland Works**, the data is stored securely and may be used for any or all of the following purposes:

a) To communicate information about courses/sessions you are attending
b) Ensure we have up to date information to ensure your safety and wellbeing (medical/allergies etc.)
c) To inform you of upcoming events you may be interested in

4.4 personal data will only be used for the legitimate purposes described above. Any changes to the ways in which personal data is used will be communicated to those individuals affected.

5. Data Storage

The Woodland Works will ensure that:

a) Data is held securely such as password protected computer, locked cabinets/drawers, encrypted, computers have appropriate virus/data protection software appropriate to the business.
b) Course registrations (which includes, name, address, contact details, signature) are removed from sight and access of other course learners immediately after completion.
c) Data is not disclosed or shared verbally or in writing to any unauthorised party.
d) **The Woodland Works** will not share their log on and passwords with any unauthorised individuals or companies.

6. Data Retention

a) **The Woodland Works** will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.
b) **The Woodland Works** will review its necessity to retain data once the sessions are completed.

7. Data Destruction

a) **The Woodland Works** will ensure it destroys data in a confidential manner i.e. shredding of paper documents, deletion/pseudonymisation of digital records from computer systems.
b) **The Woodland Works** will ensure it does not retain data longer than is required for the purpose it was collected for.

8. Subject Access

8.1 Any party who has provided personal data to **The Woodland Works**, has the right to request what information is stored and its content.

8.2 Access request may be made in writing by letter or email to **The Woodland Works** Manager who will discuss the request with the data subject.

8.3 Data will be provided in accordance with the subject's Rights of Access under the GDPR.

9. Breaches of Data Protection

a) Breaches or suspected breaches should be reported to **Tim (Lobby) Bailey** who will make the necessary investigations and provide a response to the informant within 3 weeks [15 working days] of receipt.