



Forest School Sessions – Privacy Policy

1. Introduction

We are committed to protecting your privacy and handling your personal information responsibly. This policy explains what information we collect, how we use it, and how it is stored.

2. Information We Collect

When you book a session or make an enquiry, we may collect the following information:

- Parent/carer name and contact details
- Emergency contact information
- Participant name and age
- Medical information, allergies, and dietary requirements
- Any other relevant information needed to safely support participation

We only collect information that is necessary to run safe and effective sessions.

3. How We Use Your Information

Your information is used to:

- Manage bookings and attendance
- Ensure the safety and wellbeing of participants
- Contact you in case of emergency
- Provide important updates about sessions
- Meet our legal and safeguarding responsibilities

We will not use your information for unrelated purposes.

4. Storage of Information

Your data is stored securely and only accessed by authorised staff.

We take appropriate measures to protect your personal data from loss, misuse, or unauthorised access.

5. Sharing of Information

We do not sell or share your personal data with third parties.

Information may be shared if required:

- In an emergency situation (e.g. with medical professionals)
- Where there is a legal or safeguarding obligation

6. Medical & Dietary Information

Medical, allergy, and dietary information is collected to ensure participant safety,

particularly during activities such as campfire cooking.

It is your responsibility to ensure this information is accurate and kept up to date.

7. Photography & Media

Photographs may be taken during sessions for promotional purposes (e.g. website or social media).

You will have the option to opt out. If you do not wish for images to be used, please inform us in writing.

8. Data Retention

We only keep your information for as long as necessary to fulfil the purposes outlined above, including for safeguarding and legal requirements.

When no longer needed, your data will be securely deleted.

9. Your Rights

You have the right to:

- Request access to the personal data we hold about you
- Request corrections to inaccurate information
- Request deletion of your data where appropriate

To exercise these rights, please contact us.

10. Contact

If you have any questions about this Privacy Policy or how your data is handled, please contact us using the details provided on our website.

By booking a session, you agree to this Privacy Policy.