



## Data Protection & Privacy Policy

**GROW-Wellbeing** is committed to protecting your personal data.

The **GROW-Wellbeing** Data Protection & 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 undertake to protect your personal data
4. Your personal information will be destroyed safely once we no longer need it

### **How GROW-Wellbeing CIC 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 your children and yourself on to our **GROW-Wellbeing** 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 our Forest groups
- Book through the website for any of our family events, forest school sessions,
- 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

1

GROW-Wellbeing C.I.C. is a not-for-profit organisation that delivers creative, personally affirmative opportunities for children, young people and adults which connect them with nature

Company Limited by Guarantee - Registration No. 11490513

## **How we may use your information**

We use information that we have about you and your children for the safe running of **GROW-Wellbeing**

We use your information to keep you updated about events at **GROW-Wellbeing**

We collect emails to keep you updated about events at **GROW-Wellbeing**. We send out event information emails. You can opt-out at any time by advising us by return email to unsubscribe you.

## **How long do we keep your information for?**

We are required to keep certain personal information including parental consent forms for our sessions, 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 secure online systems that are GDPR compliant. All personal information is stored securely for use by **GROW-Wellbeing** only.

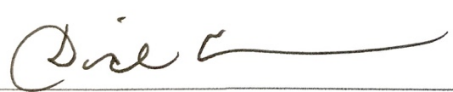
**GROW-Wellbeing** stores email addresses to update you on our upcoming events. You can opt out of these emails by asking us to remove you from our mail lists at any time

**GROW-Wellbeing** uses iCloud drive to store all current booking forms and parental consent forms along with any photos which may have been taken (only with your consent).

Personal data is stored on **GROW-Wellbeing's** website when an event or session is booked.

All information is deleted when no longer required or when you leave our groups.

Signed:  Director Date: 12<sup>th</sup> September 2019

Signed:  Director Date : 12<sup>th</sup> September 2019