

Wood Chips Forest School

Privacy Policy

Last updated: 18 September 2026

At Wood Chips Forest School, we respect your privacy and are committed to keeping your personal information safe.

This privacy policy explains what information we collect, why we collect it, how we store it and how we use it.

1. Information we collect

When you contact or book with Wood Chips Forest School, we may collect information including:

- * Parent/carer name and contact details
- * Child's name and age/date of birth
- * Emergency contact details
- * Medical information, allergies and relevant health information
- * Information needed to keep your child safe while attending forest school
- * Attendance and booking information
- * Payment information, where applicable
- * Information you choose to provide when contacting us by email
- * Photographs or videos, where you have given permission for these to be taken or used

2. How we collect your information

Information is generally provided directly by parents or carers, primarily by email.

We may also receive information through our Wood Chips Forest School Facebook group, for example when you contact us or make an enquiry.

We do not collect personal information from the Facebook group for purposes unrelated to running Wood Chips Forest School.

3. How we use your information

We use your information to:

- * Organise and provide forest school sessions
- * Contact parents/carers about sessions and important information
- * Keep children safe
- * Deal with medical or emergency situations
- * Maintain appropriate attendance and booking records
- * Process payments, where applicable
- * Meet our legal, safeguarding and insurance responsibilities

* Respond to enquiries and requests

We will only use your information where there is a legitimate reason for doing so.

4. How we store your information

Information received by email is stored using our Gmail account.

Information and records relating to Wood Chips Forest School are stored securely in Google Drive.

We take reasonable steps to protect personal information from loss, accidental disclosure, misuse or unauthorised access.

Access to personal information is restricted to those who need it to operate Wood Chips Forest School.

5. Facebook

Wood Chips Forest School operates a Facebook group for communication and community purposes.

Facebook has its own privacy policy and terms, and information that you choose to post on Facebook is also subject to Facebook's privacy practices.

We encourage parents and carers not to post sensitive personal information about themselves or their children in the Facebook group.

Where sensitive information is required, such as medical or emergency information, we will ask you to provide it privately by email rather than posting it in the group.

6. Photographs and videos

Photographs or videos may sometimes be taken during forest school activities.

We will seek appropriate permission before using photographs or videos of children for publicity or promotional purposes.

If you do not wish your child to be photographed or filmed, please let us know.

7. Sharing your information

We do not sell or rent your personal information.

We will only share personal information where it is necessary and appropriate, for example:

- * With emergency services or medical professionals where necessary to protect a child's health or safety
- * Where we have a legal or safeguarding obligation to provide information
- * Where necessary for our insurance or professional responsibilities

We will only share information that is relevant and necessary.

8. How long we keep your information

We keep your child's personal information only for as long as they attend Wood Chips Forest School

When a child stops attending Wood Chips Forest School, we will delete their personal information from our active records, including information stored in our Google Drive and Gmail, as soon as reasonably practicable.

If a parent or carer asks us to delete their information while their child is still attending, we will do so promptly where there is no legal or other valid reason for us to retain it.

There may be circumstances where we are legally required to retain certain information, such as information needed for legal, safeguarding, insurance or financial purposes. In these circumstances, we will explain why we need to retain it.

9. Your rights

Under UK data protection law, you may have the right to:

- * Ask what personal information we hold about you
- * Ask us to correct information that is inaccurate
- * Ask us to delete information in certain circumstances
- * Ask us to restrict how we use your information
- * Object to certain uses of your information
- * Withdraw consent where we are relying on consent

If you would like to exercise any of these rights, please contact us by email.

10. Contact

If you have any questions about this privacy policy or how Wood Chips Forest School handles your information, please contact us:

Wood Chips Forest School

Email: woodchips.forestschool@gmail.com

If you are unhappy with how we have handled your personal information, you can also contact the Information Commissioner's Office (ICO)

[Information Commissioner's Office (ICO)](https://ico.org.uk/?utm_source=chatgpt.com)

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