



*In accordance with UK GDPR & Data Protection Act 2018*

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## Purpose

To ensure that all personal data collected, stored, and processed by Bramble Wood Forest School is handled lawfully, transparently, and with respect for the rights and dignity of individuals — especially children and families. This policy supports our commitment to emotional safety, privacy, and trust.

## Guiding Principles

In line with UK GDPR, we commit to the following principles:

- **Lawfulness, fairness & transparency:** Data is collected with clear purpose and consent
- **Purpose limitation:** Data is used only for the reason it was collected
- **Data minimisation:** We collect only what is necessary
- **Accuracy:** Data is kept up to date and corrected when needed
- **Storage limitation:** Data is retained only as long as necessary
- **Integrity & confidentiality:** Data is stored securely and protected from misuse
- **Accountability:** We take responsibility for compliance and provide clear contact for concerns

## What We Collect

- Child information: name, date of birth, medical needs, allergies, emergency contacts
- Parent/carer details: names, contact information, consent forms
- Staff & volunteer records: DBS checks, training logs, contact details
- Session documentation: attendance, incident reports, safeguarding records
- Media: photographs and videos (with consent)

## Lawful Bases for Processing

We process personal data under the following lawful bases:

Purpose	Lawful Basis
Emergency contact & medical info	Vital interests
Session planning & safeguarding	Legal obligation / legitimate interest

Purpose	Lawful Basis
Consent forms & media use	Explicit consent
Staff & volunteer records	Legal obligation / legitimate interest

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## Data Storage & Security

- Data is stored securely on password-protected devices or encrypted cloud systems
- Paper records are kept in locked cabinets with restricted access
- Access is limited to authorised staff only
- Regular audits are conducted to ensure compliance
- Breaches are reported in line with ICO guidance

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## Photography & Media

- No images are taken or shared without written parental/carer consent
- Children are asked for verbal consent before being photographed
- Images are stored securely and used only for agreed purposes
- See our [Photography & Social Media Policy] for full details

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## Rights of Individuals

Under UK GDPR, individuals have the right to:

- Be informed about how their data is used
- Access their personal data
- Request correction or deletion
- Object to processing
- Withdraw consent at any time
- Lodge a complaint with the Information Commissioner's Office (ICO)

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## Contact & Accountability

- **Data Protection Lead:** [Insert name or role, e.g. Lead Practitioner or DSL]
- **Contact Email:** [Insert contact email]
- **ICO Registration Number:** [Insert if registered]

All concerns or requests regarding data protection should be directed to the Data Protection Lead.

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## Related Policies

- Safeguarding & Child Protection Policy
- Photography & Social Media Policy
- Volunteer & Staff Code of Conduct
- Mobile Phone & Technology Policy

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