

Build and Bloom Forest School: Privacy Notice



Introduction

Build and Bloom Forest School operates as an outdoor learning and Forest School Session provider, and also offers sessions to support homework and tutoring after school called Study Buddies Farnham.

We are committed to protecting and respecting your privacy. This Data Privacy Notice explains how we collect, use, and protect personal data in compliance with the General Data Protection Regulation (GDPR) and what you can expect us to do with your personal information.

Contact details

Main email contact for Build and Bloom Forest School: buildandbloomforestschool@gmail.com

Study Buddies Farnham: studybuddiesfarnham@gmail.com

What information we collect, use, and why

We collect or use the following information **for participant education and welfare**:

- Personal Identification: Names and contact details for participants and for parents/carers including emergency contact details
- Date of birth
- Dietary requirements (including allergies, vegetarian, vegan, gluten free and halal requirements)
- Payment details and financial information including transactions
- Special Educational Needs and Disabilities (SEND) or additional support information (includes reasonable adjustments and special educational needs and disabilities)
- Welfare information (including family and home life circumstances and history)
- Information relating to compliments and complaints
- Health information, including medical conditions, allergies, dietary requirements, and any other relevant health-related information about the participant.

We collect or use the following information **for information updates or marketing purposes**:

- Names and contact details
- Photographs and videos of participants (with consent)

Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- **Your right of access** – You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [You can read more about this right here.](#)
- **Your right to rectification** – You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [You can read more about this right here.](#)
- **Your right to erasure** – You have the right to ask us to delete your personal information. [You can read more about this right here.](#)
- **Your right to restriction of processing** – You have the right to ask us to limit how we can use your personal information. [You can read more about this right here.](#)
- **Your right to object to processing** – You have the right to object to the processing of your personal data. [You can read more about this right here.](#)
- **Your right to data portability** – You have the right to ask that we transfer the personal information you gave us to you. [You can read more about this right here.](#)
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [You can read more about this right here.](#)

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information **for student education and welfare** are:

- **Consent** – we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legitimate interests – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
- Personal information is required to make sure the participant can be identified, communicated about with their parent / carer, gain benefit by linking learning to relevant topics, and kept safe whilst delivering appropriate teaching methods depending on their circumstances.

Our lawful bases for collecting or using personal information **for information updates or marketing purposes** are:

- Legitimate interests – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
 - Personal information is used to provide updates to schedules or sessions, provide feedback and ideas for continued learning and development, update participants on further session availability for continuity of development
 - Photographs and Videos may be used to provide feedback and ideas for continued learning and development.
- Consent – we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Where we get personal information from

- Participants
- Parents or carers

How long we keep information

Personal information is stored for a period of 2 years from initial enquiry or after the last contract with us has finished (whichever is latest). This is to maintain records for business purposes, to inform you of further sessions you may wish to enter a contract with us for, or to assist with the handling of any complaints.

Who we share information with

Others we share personal information with

- Your data may be collected and stored using Google™ or GoogleMail (GMail) services

- Where consent has been provided for images, photographs or videos, we may use these for internal training or upload these to social media (for example Instagram or Facebook) or on our public facing website or promotional materials.
- Photographs and Videos may be stored on devices with biometric access / passcode / password security enabled

Sharing information outside the UK

Where necessary, we may transfer personal information outside of the UK. When doing so, we comply with the UK GDPR, making sure appropriate safeguards are in place e.g.compliance with the UK Extension to the EU-U.S. Data Privacy Framework.

Organisation name: Google LLC

Category of recipient: Storage provider

Personal information is stored in: Google Data Centres

How the transfer complies with UK data protection law: The country or sector has a UK data bridge (also known as Adequacy Regulations)

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
 Wycliffe House
 Water Lane
 Wilmslow
 Cheshire
 SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>