

Forest School Day

Privacy Notice

The purpose of this document

Thank you for taking the time to read our privacy notice.

In this privacy notice and in the data protection statements which you will see wherever we collect your personal information, 'the Forest School Day, 'the Forest School Day Project' and 'we' refer to The Forest School Day Project and the trading company Forest School Day public limited company by guarantee.

We respect the privacy of our supporters and take our duty to process your data securely very seriously. This privacy notice outlines how we collect information, what we do with it and what controls you have.

This privacy notice explains:

- Who we are
- What personal information we collect and how we use it
- Who we share this information with
- How we use your data in marketing materials
- How we store your information
- Where to direct your questions and concerns about this notice
- What will happen if we make changes to this page

If you are under 13, you must inform a parent or guardian about our privacy notice to obtain their agreement to the privacy notice before subscribing to our newsletter or entering a competition/promotion.

We do have activities, such as competitions, for those under 18 so may ask your age. Before taking part please ensure you speak to your parent or guardian.

Who we are

The Forest School Day Project was created in 2018, to create, implement and coordinate a new annual forest school day celebration. The project provides a national platform for the UK forest school community to celebrate forest school together, on a dedicated day, on a national scale and in a forest school values way. In its pioneering year, it is designed for and by the forest school community.

The Forest School Day Project is a social enterprise, registered public limited company by guarantee.

Our Vision

Forest School Day

Privacy Notice

To create a project that creates and delivers a national platform to celebrate UK Forest School. The Forest School Day Project has one small achievable task,

- To encourage, the forest school community to connect, share and celebrate together at **local events** or **community events** across the UK. Connecting the national forest school community by sharing local celebrations held in own forest school settings, with own forest school group.

Owner and Data Controller

Forest School Day
1 Foxway
Brent Pelham
Hertfordshire
SG90HF

Owner contact email: 123@forestschoolday.org

Company Registration number:

Our website address <http://forestschoolday.org>.

The Forest School Day public limited company by guarantee is the Data Controller of your personal information for all our services. Where:

Data Controller – Someone who controls the purpose and means of processing personal data.

Data Processor – Organisations that process personal data on behalf of the controller are known as the data processors.

Data Subject – The person whose personal information you collect is the data subjects.

What personal data we collect and why we collect

When you give us your personal data we will explain specifically how we will use it in a fair processing statement with a link to this privacy notice. The main purposes for which we collect and process the details of customers, visitors, members, service users, clients, enquirers, donors and potential donors are to provide the service, goods or information that you have requested:

- for administration purposes (e.g. to administer donations, and to keep a record of our relationship with you)
- to further our social enterprise aims, including fundraising activities
- to gather feedback
- to enable the best possible supporter journey and experience

Forest School Day

Privacy Notice

- to provide relevant news updates

We may use your data to contact you by email (if you have given us your consent or are a business contact), post or phone with news and information about Forest School Day that we feel may be of interest to you as well as about our other special events, activities, products and services. We collect your personal data in connection with specific activities, such as campaign updates, newsletter, requests, registration, product purchases, feedback, donations and competition entries.

We will not use your personal information in this way if you have opted out, unsubscribed or otherwise indicated that you do not wish to be contacted for such marketing purposes. You do not have to disclose any of this information. However, if you choose to withhold requested information, we may not be able to provide you with certain services.

Comments

When visitors leave comments on the site or social media channels, we collect the data shown in the comments form, and also the visitor's IP address and browser user agent string to help spam detection.

An anonymized string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service privacy policy is available here: <https://automattic.com/privacy/>. After approval of your comment, your profile picture is visible to the public in the context of your comment.

We collect information about visitors who comment on Site that use our Akismet anti-spam service. The information we collect depends on how the User sets up Akismet for the Site, but typically includes the commenter's IP address, user agent, referrer, and Site URL (along with other information directly provided by the commenter such as their name, username, email address, and the comment itself).

Media

If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included. Visitors to the website can download and extract any location data from images on the website.

If uploading images to any of the Forest School Day Project through our social media channels please ensure you have permissions to do so from individuals in the photos.

Contact forms

While using our site, we may ask you to provide us with certain personal data that can be used to contact or identify you ("Personal Data") when you submit a contact or information request form and sign up for email newsletters. Personal Data may include, but is not limited to:

Forest School Day

Privacy Notice

- First name and last name
- Title
- Email address
- IP Address
- Phone number
- Organization

When you submit a contact form, the personal data captured will be your name, contact details and what your interest in forest school day e.g. you are a forest school leader. We use this information what information will be most relevant to you about the forest school day project. We will not use this information for marketing purposes. This detail will be kept for a year.

Cookies

We use cookies to collect information about your time on the Forest School Day website. Cookies are very small files that are sent to your device, which store information about your visit to www.forestschoolday.org.

If you leave a comment on our site you may opt-in to save your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

When you visit www.forestschoolday.org or any of the Forest School Day media channels, we collect standard internet log information and details of users behaviour patterns. We do this to find out, for example, the number of visitors to the various parts of the site, to compile statistical reports on website activity and to personalise our customer's website experience.

Cookies are text files placed on your computer to collect this information. You can set your browser to not accept cookies and you can remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

If we would like to collect personally identifiable information via the website or other digital channels, we will make it clear when we do so and will explain what we intend to do with the data.

Embedded content from other websites

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

Forest School Day

Privacy Notice

Analytics

We use Google so we can see how visitors find and use our website and social media channels. We also use tools like Google Analytics to measure traffic to our site and how users interact with our site. At various times, we may use other tools to measure the efficacy of our marketing campaigns. The Google Analytics terms specify that no personally identifiable information may be collected through the Google Analytics software.

Who we Share your data with

We do not share your personal information with others except as indicated within this notice or when we inform you and give you an opportunity to opt out of having your personal information shared.

We do not sell or rent any of your personal data to any other third party. We do, however, have to share your data with some other companies in order to ensure we give you the best possible service.

We will share your information in the following ways.

With third-party service providers, agents, or contractors. We use other companies, agents or contractors (“Service Providers”) to perform services on our behalf or to assist us with providing services to you. For example, we may engage Service Providers to provide services such as marketing, advertising, communications, infrastructure and IT services, to provide customer service, and to analyze and enhance data (including data about users’ interactions with our service). These Service Providers may have access to your personal or other information in order to provide these functions. In addition, some of the information we request may be collected by third-party providers on our behalf. We do not authorize them to use or disclose your personal information except in connection with providing their services.

Analytics. Specifically for analytics providers, we use Google Analytics, which is a web analytics service offered by Google that tracks and reports website traffic. Google uses the data collected to track and monitor the use of our website. This data is shared with other Google services.

- You can opt-out of having your activity on the website made available to Google Analytics by installing the Google Analytics opt-out browser add-on (<https://tools.google.com/dlpage/gaoptout>) for your web browser. The Google Analytics opt-out browser add-on provides visitors with the ability to prevent their data from being collected and used by Google Analytics. The add-on prevents the Google Analytics JavaScript (ga.js, analytics.js, and dc.js) from sharing information with Google Analytics about visits activity. For more information on the privacy practices of Google, please visit the Google Privacy & Terms web page: <http://www.google.com/intl/en/policies/privacy/>

How long we retain your data

Forest School Day

Privacy Notice

We hold your information only as long as necessary for each purpose we use it. If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognize and approve any follow-up comments automatically instead of holding them in a moderation queue.

For users that register on our website (if any), we also store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.

What rights you have over your data

If you have an account on this site or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

A new data protection law starting in May 2018, gives everyone a number of important rights. These are:

- Transparency over how we use your personal information (right to be informed)
- Request a copy of the information we hold about you, which will be provided to you within one month (right of access)
- Update or amend the information we hold about you if it is wrong (right of rectification)
- Ask us to stop using your information (right to restrict processing)
- Ask us to remove your personal information from our records (right to be 'forgotten')
- Object to the processing of your information for marketing purposes (right to object)
- Obtain and reuse your personal data for your own purposes (right to data portability)
- Not be subject to a decision when it is based on automated processing (automated decision making and profiling).

If you would like to know more about your rights under the data protection law see the Information Commissioners Office [website](#).

You can change the way you hear from us or withdraw your permission for us to process your personal data at any time by using the contact details 123@forestschoolday.org.

Where we send your data

Visitor comments may be checked through an automated spam detection service.

Our web-hosting and cloud storage is set to the London region. Our CRM management is with Zoho.

What data breach procedures we have in place?

Forest School Day

Privacy Notice

The [UK Information Commissioner's Office](#) (ICO) defines a personal data breach as “a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data”.

They highlight that “personal data breaches” can include:

- Access by an unauthorised third party;
- Deliberate or accidental action (or inaction) by a controller or processor;
- Sending personal data to an unintended recipient;
- Lost or stolen computing devices containing personal data;
- Unauthorised alteration of personal data; and
- Loss of availability of personal data.

Personal data security breaches are managed by the Forest School Day, Data Protection Officer (DPO).

In the event of a breach of data security occurring within the Forest School Project, it is vital to ensure that it is dealt with immediately and appropriately to minimise the impact of the breach and prevent a recurrence. If a personal data breach or potential or suspected personal data breach has been reported to you and/or you otherwise become aware of a personal data breach please report this immediately to the Data Protection Officer by e-mail to 123@forestschoolday.org with all the relevant details of the incident on a strictly confidential basis to ensure that a prompt and appropriate action is taken to resolve the breach incident.

When managing a personal data breach the following five steps will be followed:

1. Identification and initial assessment.
2. Containment and recovery.
3. Risk assessment.
4. Notification.
5. Evaluation and response.

The ICO has introduced a helpline to answer any queries that persons may have regarding a potential personal data security breach: Tel: 0303 123 1113

Changes to our privacy notice

Although most changes are likely to be minor, we may change our privacy notice from time to time, reflecting how we use and process your data. If we made any significant changes to our privacy notice, we will ensure that you are kept up-to-date via our website, social media or other services such as email. The change will be made in our sole discretion.

How to contact us

Forest School Day

Privacy Notice

If you have any questions or comments, or if you want to update, delete or change any Personal Information we hold, or you have a concern about the way in which we may have handled any privacy matter, please contact us at 123@forestschoolday.com

If you wish to raise a complaint about how we have handled your personal data, you can contact our data protection officer by email 123@forestschoolday.org.

Version Privacy Notice 1.0

Last edited 6th September 2018