

Little Foresters Privacy Policy



Our contact details

Name: Louise Heath

Address: 68 Beech Avenue, Beeston, Nottingham, NG9 1QD

E-mail: littleforesterscic@hotmail.com

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- information about your child's needs e.g food allergies or educational needs to help us provide for them appropriately in the session.
- Photo consent

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To allow us to contact you,
- To provide appropriately for your child in the session

We use the information that you have given us in order to

- contact you if a session has to be cancelled or re-arranged
- plan sessions
- Plan our cooking ideas
- Be aware of any additional needs we may need to cater for

We may share this information with volunteers that work with Little Foresters.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) We have a contractual obligation.
- (b) We have a legal obligation.

How we store your personal information

Your information is securely stored via Bookwhen, Wix and Hotmail

We keep for your information for a period of up to 3 years for funding purposes.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at littleforestserscic@hotmail.com or

68 Beech Avenue, Beeston

Nottingham

Ng9 1QD if you wish to make a request

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at littleforestserscic@hotmail.com or

68 Beech Avenue

Beeston

Nottingham

NG9 1QD

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

