

## Date Protection Policy

This document has been written following the guidance of the Information Commissioner Office (ICO), the GDPR, 2018 and Cambium Sustainable.

Bus Stop Forest School Training respects the privacy of their Forest School students and all information collected from students is used as part of the courses training requirements.

Bus Stop Forest School Training, as a Training company understands that they have a legal responsibility under GDPR, 2018, Cambium Sustainable, Agored Cymru and where relevant the Freedom of Information Act 2000, to process personal information and store this information securely. Bus Stop Forest School, also understands that if there is a data breach, it is the responsibility of the settings Data Protection Officer to report this within 72 hours to the ICO and to also carry out an internal investigation.

Bus Stop Forest School Training has an appointed Data Controller and Data Processor, Kelly Haines. Kelly can be contacted via telephone on 07947736355 or email at [busstoppreschool@aol.co.uk](mailto:busstoppreschool@aol.co.uk)

### Storing of Information -

All information relating to Forest School students is stored in the Bus Stop Pre-School Lockdown shed at night, during weekends and holidays. The shed is locked at the end of each day. Kate Rice and Kelly Haines are the only key holders for the shed.

Forest School Student Information – A registration form is completed by students on joining and this information is kept in individual Student folders in the filing cupboard in the Lockdown shed. Students record information and emergency contact details are taken out to Forest School in the Outing bags, in the event of an emergency. The Outing bag is stored in the Lockdown shed at the end of each day.

During the registration process, it is clearly explained to students that Bus Stop Forest School is registered with Cambium Sustainable (Centre for registrations) and Agored Cymru (Qualifying authority) and when completing the Bus Stop Forest School registration form, it is explained to students how their personal information will be used and how they are required to register online with Cambium Sustainable. Students are asked to read and agree to their personal details and portfolio information being forwarded on to Cambium Sustainable (Centre for registrations) and Agored Cymru (Qualifying authority). Please see the Registration form, located in the Forest School Training folder.

Email – The Bus Stop Forest School Training's email account is only accessed by Kate Rice and Kelly Haines and are opened on password protected computers. When sending emails to groups of students the emails are BCC, this is to keep individual emails private.

### Safety Checks –

As Bus Stop Forest School Training is delivered alongside the Pre-School, it is paramount that the Trainers, staff team and children are kept as safe as possible and thus during the registration process, students are required to produce the following documents:

- Disclosure and Barring Service (DBS) Certificate.
- Proof of Identity – Photo ID, Passport.

These documents are not stored on the premises and remain with the students, however must be produced as part of Bus Stop safeguarding procedures.

Destroying Documents - Paper documents relating students that are no longer required are shredded. This does exclude certain documents that must be retained to comply with the GDPR (2018), Cambium Sustainable, Agored Cymru and safeguarding concerns. Students email addresses will be deleted from the Bus Stop mailing list when they are no longer required, unless permission is granted by students to keep these on record.

The contact details that are provided by students are used for the following purposes:

- Telephone numbers – to contact emergency contacts, emergency closures/re-opening, reminders, to organise training and CPD days.
- Emails – to communicate updates, reminders, dates for assessments, news of Networks and CPD opportunities.
- Personal record Information – to ensure that the Trainers have accurate information held about each student.
- Medical Information – to ensure that the Trainers have accurate information for students health and well-being.
- DBS check – to verify DBS checks.
- Proof of Identity – to check identity of student.

Bus Stop Forest School may share students personal information with other organisations, if it is relating to a safeguarding concern, if it is a requirement by the government or law enforcement agency or when prior permission has been given.

Students have the right to see the information that is held about them and they are able to ask for any errors to be corrected. Students can request this verbally or in writing to see the information held. Bus Stop Forest School Training has one month to respond to this request. Bus Stop Forest School Training is able to refuse a request for example, if it is relating to a safeguarding concern and will explain our position to the student who made the request.

Students can request that information held about them is deleted. This request can be made verbally or in writing. Bus Stop Forest School Training has one month to respond to the request. Bus Stop Forest School Training is able to refuse a request for example, if it relates to a safeguarding concern, legal requirement under GDPR 2018, Cambium Sustainable or Agored Cymru.

When requesting that information is deleted students must be aware that:

- Bus Stop Forest School Training will not be able to continue to train a student, if they do not have sufficient and appropriate information about them.

- Even after a student has completed their training, Bus Stop Forest School Training has a statutory duty to retain some types of data for a specific period of time and that this timescale depends on the information collected.

If you have any questions, concerns or complaints regarding how Bus Stop Forest School Training stores information, how we respond to a request to access, update or delete data, please come and speak to Kate or Kelly. If after speaking to Kate or Kelly you still have questions/concerns please telephone the Information Commissioners Office helpline on 0303 123 113.

This policy was reviewed in May 2025, to be updated in September 2025.

Signed by FS Lead Trainer: \_\_\_\_\_ FS Trainer: \_\_\_\_\_