



## **NatureEd CIC Data Protection & Privacy Policy**

### **INTRODUCTION**

NatureEd CIC is a one-stop shop for schools and communities in Rochdale who are interested in exploring their local green spaces. Through our website and other promotional material, we provide information about the wide range of opportunities that NatureEd offers as well as signposting to other projects or organisations with similar aims. In order to do this, we do ask people to share with us some personal information (e.g. name, address, email, telephone, ages, additional needs / medical conditions), and also whether NatureEd may be able to use their images and feedback in our publicity. The privacy and security of our participants is important to us, so we have developed a policy which identifies how we use and protect the information that people provide us with.

### **NatureEd CIC use of personal information**

By making an enquiry on our website, telephone, email or by completing a booking form, users will be consenting to the collection, use and transfer of personal information. We will use the information provided to:

- Answer the enquiry and organise an appropriate activity for them / their group
- Carry out feedback surveys to review and improve our service
- Complete in-house monitoring and reporting
- Communicate future activities and events which may be of interest (opt in required)

Unless required to do so by law, we will never share, sell or distribute any of the information provided to us without seeking specific consent.

Data will be transferred and stored responsibly (using password protected email, computer systems, hard drives, secured office etc.). We will retain information for the duration of the enquiry or as long as the law requires. People will be entitled to see the information held and may ask us to make any necessary changes to ensure that it is accurate and kept up to date. Anyone wishing to do this, should contact NatureEd CIC Director Data Protection Officer at [info@NatureEd.co.uk](mailto:info@NatureEd.co.uk).

We will also give regular reminders of how to request to have information removed from our database should people change their mind about being contacted in the future.

Please note, [www.NatureEd.co.uk](http://www.NatureEd.co.uk) does contain hyperlinks to other 3<sup>rd</sup> party website. This information is supplied in good faith. NatureEd CIC is not responsible for the content or functionality of any of these external websites but will act on any concerns brought to our attention.

### **NatureEd CIC use of photographs**

Using images in our promotional materials both recognises the achievements of young people who have taken part in NatureEd activities and also helps to inspire and encourage others to get involved. The protocols below ensure we respect and protect the privacy of individuals at all times:

- We will seek permission from the individual before taking their photograph. If under 18, this should include using the NatureEd CIC Photographic Consent Form (or similar partner organisation form) to obtain signed consent from the parent/ guardian/ teacher as well as the child themselves where appropriate
- We will not use personal mobile phones to take images
- We will only use images of children suitably clothed to reduce the risk of inappropriate use
- Images will be transferred and stored responsibly (deleted off camera as soon as possible to encrypted PC / hard drive, secured office, etc.) and kept for a maximum of 5 years
- We will not use any individual's full names or other personal information in promotional material, except when given to local or national media.
- We may use a class / group photo with a very general label such as "pond dipping session"

By regularly reviewing and updating this policy, NatureEd CIC will endeavour to continue to comply with current data protection and safeguarding regulations.