

The World Outside Ltd

General Data Protection Regulation (GDPR) Notice



Forest School Sessions, School Programmes and Holiday Clubs

1. Introduction

The World Outside Ltd (“The World Outside”, “we”, “our”, or “us”) is committed to protecting the privacy and security of personal information.

This Privacy Notice explains how we collect, use and protect personal information when delivering forest school sessions, outdoor learning programmes, school-based activities and holiday clubs.

This notice applies to information relating to:

- children participating in sessions delivered in schools or outdoor learning settings
- children and families attending holiday sessions and holiday clubs
- school staff and partner organisations
- employees and job applicants

This notice is written in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The World Outside Ltd acts as the Data Controller, meaning we decide how and why personal data is processed.

2. Contact Details

If you have any questions about this privacy notice or how we handle personal information, please contact:

The World Outside Ltd

Email: sandra@theworldoutsidekindergarten.co.uk

Data Protection Lead: Director

3. Data Protection Principles

We follow the data protection principles set out in UK GDPR. Personal data will be:

Used lawfully, fairly and transparently

Collected for specified, explicit and legitimate purposes

Adequate, relevant and limited to what is necessary

Accurate and kept up to date

Retained only for as long as necessary

Kept secure and protected from unauthorised access or loss

4. The Personal Information We Collect

Information About Children

When delivering forest school sessions, outdoor learning programmes, school sessions or holiday clubs, we may receive or record limited information about participating children where necessary for safety and delivery of sessions.

This may include:

- First name
- Relevant medical information such as allergies or health conditions
- Emergency contact details
- Attendance or participation records
- Accident or incident records
- Safeguarding information where necessary
- Observations relating to outdoor learning activities
- Photographs or videos used for educational purposes where consent has been provided

Some information may include special category data such as:

- Health information
- Additional needs or support requirements
- Safeguarding information

This information receives additional protection.

When sessions are delivered within schools or other organisations, the school or organisation usually remains the primary data controller for pupil information and The World Outside Ltd processes information only where necessary to safely deliver sessions.

Information About Parents and Carers (Holiday Clubs or Public Sessions)

For children attending holiday clubs or public sessions we may collect limited information from parents or carers including:

- Names
- Contact telephone numbers
- Email addresses
- Emergency contact information
- Medical information relevant to the child's safety
- Booking and attendance information
- Additional needs information relevant to the activities and setting

Information About Schools and Partner Organisations

We may collect contact details for staff and organisations we work with including:

Names
Job titles
Email addresses
Telephone numbers
School or organisation details

This information is used for communication and programme delivery.

Information About Employees

We may collect the following information about staff:

Name, address and contact details
Date of birth
National Insurance number
Bank details for payroll
Qualifications and training records
Employment history and references
Right to work documentation
DBS check information
Performance and supervision records
Absence and sickness records

We may also process special category data relating to health information and equal opportunities monitoring.

5. How We Collect Information

We collect information in the following ways:

Information provided by schools or partner organisations
Information provided by parents or carers when booking holiday sessions or clubs
Risk assessments and session records
Accident and incident forms
Communication with schools, parents and staff
Employment applications and recruitment processes

6. Lawful Basis for Processing Data

We process personal data under the following lawful bases under UK GDPR.

Contract

To deliver forest school services, outdoor learning programmes and holiday club activities.

Legal Obligation

To comply with safeguarding duties, health and safety law and employment law.

Legitimate Interests

To operate our services safely and effectively.

Vital Interests

To protect the safety and wellbeing of children and participants.

Consent

For activities such as photographs used in marketing or publicity.

7. How We Use Personal Information

We use personal information to:

Deliver forest school sessions, outdoor learning programmes and holiday clubs

Ensure participant safety during activities

Record accidents and incidents where necessary

Support learning and development through outdoor education

Communicate with schools, partner organisations and parents where appropriate

Maintain health and safety

Manage staff employment and recruitment

8. Sharing Personal Information

We may share information where necessary with:

- Schools or organisations we deliver sessions for
- Local authorities where required for safeguarding
- Emergency services if required
- Relevant professionals where safeguarding concerns arise
- Government agencies where required by law

We only share information when necessary and ensure appropriate safeguards are in place.

9. Photographs and Media

Photographs and videos may be taken during sessions for educational records, activity documentation and training or reflective practice.

Consent will always be obtained from the school, organisation or parent responsible for the child before photographs are used for marketing, social media or website content.

Consent may be withdrawn at any time.

10. Data Security

The World Outside Ltd takes the protection of personal data seriously.

We have appropriate organisational and technical measures in place to safeguard information including:

Locked storage for paper records

Password protected electronic systems

Restricted access to sensitive information

Staff confidentiality agreements

Staff training in data protection

Secure disposal of confidential waste

11. Data Retention

We only keep personal data for as long as necessary to meet legal and operational requirements.

Accident and incident records are kept until the child reaches the age of 21.

Safeguarding records are kept until the child reaches the age of 25.

Staff records are kept for six years after employment ends.

Session records may be kept for up to three years unless required longer for safeguarding reasons.

After this time, records are securely destroyed.

12. Data Breaches

The World Outside Ltd has procedures to detect, investigate and report personal data breaches.

Where required, breaches will be reported to the Information Commissioner's Office within 72 hours.

Individuals affected will be informed where there is a risk to their rights and freedoms.

13. Your Rights

Under UK GDPR individuals have the right to:

- Request access to their personal data
- Request correction of inaccurate data
- Request deletion of personal data in certain circumstances
- Restrict processing of personal data
- Object to processing
- Request transfer of data to another organisation

Requests should be made in writing to the Director.

14. Right to Complain

If you are unhappy with how your data has been handled, you have the right to complain to the Information Commissioner's Office.

Information Commissioner's Office

www.ico.org.uk

Telephone: 0303 123 1113

15. Changes to This Privacy Notice

We may update this notice from time to time to reflect legal or operational changes.

The latest version will always be available on request.

16. ICO Registration

The World Outside Ltd is registered with the Information Commissioner's Office.

Registration Number: ZA937262

This policy was adopted on	Signed on behalf of the World Outside	Date for review
<i>March 2026</i>	<i>Sandra Hill</i>	<i>March 2027</i>