

GDPR & Data Protection Policy

Nature Beanz Adventures

1. Introduction

Nature Beanz Adventures is committed to protecting the privacy and security of personal data. We comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 to ensure that all personal data is collected, processed, stored, and disposed of securely and lawfully.

We are registered with the Information Commissioner's Office (ICO) and follow best practices for data protection and security.

2. Purpose

This policy outlines how we handle personal data to:

- Protect the rights of individuals.
- Ensure compliance with legal and regulatory requirements.
- Promote transparency in how we collect, use, and store data.

3. Scope

This policy applies to:

- Employees, volunteers, and contractors.
- Participants, parents, carers, and service users.
- Third parties who process data on our behalf.

It covers all personal data collected, stored, processed, or shared in relation to Nature Beanz Adventures.

4. Legal Framework

We comply with the following regulations:

- **UK GDPR** (General Data Protection Regulation)
- **Data Protection Act 2018**
- **ICO (Information Commissioner's Office) Guidelines**

The **six principles** of GDPR that guide our approach to data protection are:

1. **Lawfulness, fairness, and transparency** – Data is collected and processed fairly and lawfully.
2. **Purpose limitation** – Data is collected for a specific purpose and not used beyond that.
3. **Data minimisation** – Only necessary data is collected.
4. **Accuracy** – Data is kept accurate and up to date.
5. **Storage limitation** – Data is not kept for longer than needed.
6. **Integrity and confidentiality** – Data is kept secure and protected from unauthorised access.

5. Data We Collect

We collect and process the following types of data:

- **Personal Information** (e.g., names, addresses, contact details).
- **Medical & Emergency Contact Information** (for safeguarding purposes).
- **Attendance & Behaviour Records** (for service delivery).
- **Photographs & Media** (only with consent).
- **Staff & Volunteer Data** (for employment and safeguarding).

Data is collected via registration forms, consent forms, website interactions, and direct communication.

6. How We Use Data

Personal data is used for the following purposes:

- Safeguarding and ensuring participant well-being.
- Managing bookings, attendance, and participation.
- Communicating with parents, carers, and external agencies.
- Compliance with legal and safeguarding requirements.
- Improving our services through feedback and evaluation.

We do **not** share data with third parties for marketing purposes.

7. Data Security & Storage

- Data is stored securely on encrypted devices and cloud-based systems with restricted access.
- Paper records are kept in locked storage and securely disposed of when no longer required.
- Only authorised staff members have access to personal data.
- Regular security checks and risk assessments are conducted to prevent data breaches.

In the event of a **data breach**, we will take immediate action, notify affected individuals, and report to the ICO if required.

8. Data Sharing & Third Parties

We will only share personal data:

- When required by law (e.g., safeguarding concerns, law enforcement).
- With parental/carer consent (e.g., external agencies or partnerships).
- With trusted third parties under strict data protection agreements.

We ensure that any third parties handling data on our behalf comply with GDPR regulations.

9. Individual Rights

Under GDPR, individuals have the following rights:

- **Right to access** – Request a copy of personal data we hold.
- **Right to rectification** – Request corrections to inaccurate or incomplete data.
- **Right to erasure** – Request deletion of data where applicable.
- **Right to restrict processing** – Request limited use of data.
- **Right to data portability** – Request transfer of data to another provider.
- **Right to object** – Object to certain data processing activities.

Requests can be made in writing to the **Data Protection Officer** (details below), and we will respond within one month.

10. Retention & Disposal of Data

- We only keep data for as long as necessary for legal and operational purposes.

- Participant records are kept for up to **6 years** after leaving our program unless required for safeguarding purposes.
- Employee and volunteer records are kept for **7 years** after leaving.
- Data no longer required is securely deleted or shredded.

11. Monitoring & Compliance

- This policy is reviewed **annually** to ensure compliance.
- Staff receive **GDPR training** as part of their induction and ongoing professional development.
- Regular audits are conducted to maintain high standards of data protection.

12. Contact & Complaints

For any **questions, requests, or complaints** regarding data protection, please contact:

Data Protection Officer

Gareth Jones

Nature Beanz Adventures

info@naturebeanzadventures.co.uk

If you are unsatisfied with how we handle data, you can also contact the **ICO (Information Commissioner's Office)** via www.ico.org.uk.