

# Data Protection Policy

## Policy Overview

Nature Beanz Adventures is committed to protecting the personal data of all students, staff, parents/guardians, and partners. We handle personal information in compliance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR), ensuring that data is collected, stored, and processed securely and lawfully.

## 1. Purpose and Scope

This policy provides guidelines for the collection, storage, and processing of personal data by Nature Beanz Adventures. It applies to all staff, volunteers, contractors, and any other individual with access to personal data managed by our organization.

## 2. Data Protection Principles

Nature Beanz Adventures adheres to the following principles when handling personal data:

- **Lawfulness, Fairness, and Transparency:** Data is collected and processed lawfully, fairly, and transparently.
- **Purpose Limitation:** Data is collected for specified, explicit, and legitimate purposes and not further processed in ways incompatible with those purposes.
- **Data Minimisation:** Only data that is relevant and limited to what is necessary for our services is collected.
- **Accuracy:** All data is kept accurate and up to date. Inaccuracies are corrected or erased promptly.
- **Storage Limitation:** Data is retained only as long as necessary and securely disposed of when no longer needed.
- **Integrity and Confidentiality:** Data is handled with appropriate security measures to prevent unauthorized access, loss, or damage.

## 3. Types of Data Collected

We collect the following types of personal data:

- **Student Information:** Name, age, parent/guardian contact details, medical information, emergency contact information, and any additional information needed to support the student's well-being.
- **Staff and Volunteer Information:** Contact details, employment records, DBS checks, and other relevant HR information.

- **Partner and Contractor Data:** Business contact information and records necessary for the management of partnerships.

## 4. Legal Bases for Data Processing

Nature Beanz Adventures collects and processes personal data based on the following legal grounds:

- **Consent:** For any data not essential for service delivery, we obtain consent from data subjects or their guardians.
- **Contractual Necessity:** Data necessary for the fulfillment of contracts, such as staff records and service agreements.
- **Legal Obligation:** Data processing that is required to comply with the law (e.g., safeguarding records).
- **Legitimate Interests:** Data processing required for the safe and effective running of Nature Beanz Adventures, provided it does not override the rights of data subjects.

## 5. Data Subject Rights

Individuals whose data is held by Nature Beanz Adventures have the following rights:

- **Access:** The right to request access to their personal data.
- **Rectification:** The right to request corrections to any inaccurate or incomplete data.
- **Erasure:** The right to request the deletion of personal data, unless required for legal purposes.
- **Restriction:** The right to request the restriction of data processing in certain circumstances.
- **Data Portability:** The right to receive personal data in a structured, commonly used format.
- **Objection:** The right to object to data processing based on legitimate interests.

Requests related to these rights are handled promptly, within a 30-day timeframe, unless legally obligated otherwise.

## 6. Data Security Measures

Nature Beanz Adventures implements robust security measures to protect personal data:

- **Physical Security:** Secure storage areas for physical records and restricted access to authorized personnel.
- **Digital Security:** Password protection, encryption, and firewalls to safeguard electronic data.
- **Access Control:** Access to personal data is limited to authorized staff based on their role and necessity.

- **Data Breach Response:** In case of a data breach, Nature Beanz Adventures has procedures in place to contain and assess the breach, inform affected individuals where required, and notify regulatory authorities within 72 hours if legally required.

## 7. Data Retention and Disposal

Data is retained only as long as necessary for its intended purpose and in accordance with legal requirements. Once data is no longer required, it is securely deleted or destroyed. Specific retention periods are:

- **Student Records:** Retained for [specify number of years, e.g., 3 years] after the student leaves the program.
- **Staff Records:** Retained for [specify number of years, e.g., 6 years] after employment ends, unless longer retention is required by law.

## 8. Data Sharing

Nature Beanz Adventures may share data with trusted third parties, including:

- **Partners and Contractors:** Only when necessary for program delivery or safeguarding purposes, and only with parties that comply with data protection regulations.
- **Regulatory Bodies and Law Enforcement:** When legally required, such as for safeguarding or compliance purposes.

Before sharing data, we ensure that appropriate data protection agreements are in place.

## 9. Training and Awareness

All staff and volunteers receive training on data protection policies, emphasizing the importance of data security and the handling of personal data responsibly.

## 10. Policy Review and Updates

This Data Protection Policy is reviewed annually and updated as necessary to reflect changes in data protection regulations or organizational practices.

## Contact Information

For questions, data access requests, or data protection concerns, please contact:

- **Data Protection Officer (DPO):** Gareth Jones, [info@naturebeanzadventures.co.uk](mailto:info@naturebeanzadventures.co.uk)