

## **Data Protection Policy**

Date of Policy – 1 January 2026

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Wessex Forest School may need to gather information for the purpose of delivering the activities and services offered.

In the case of home schooled children or preschool children this will include personal details (name, age, medical conditions/allergies, additional needs etc.) as well as relevant contact details to distribute information about the sessions and procedure in case of emergency. Your data will only be used for the purposes outlined above, is considered private and confidential and will not be shared with third parties.

The personal information requested for home schooled and preschool children will be collected through the booking form which will be provided in response to enquiries received through the website, social media, email or by phone.

The data collected is stored securely in a password protected digital folder or as a filed paper copy only accessible by the owner of Wessex Forest School. To ensure efficient access to information in the case of an emergency, a session register with key information and contact details may be printed off and kept on-site during the session. Access to this information will be limited only to those with a responsibility for the attendees safety and well-being.

To comply with UK Global Data Protection Rights (GDPR) all of the above is subject to the following rights.

- The right to be informed - you have the right to be informed about collection and use of personal data
- The right of access – you have the right to access and receive a copy of your personal data
- The right to rectify – you have the right to modify any incorrect personal data.
- The right to erasure - you have the right to have personal data erased.
- The right to restrict processing - you have the right to request the restriction of your data.
- The right of portability – you have the right to request a copy of your data to reuse for your own purposes.
- The right to object - you have the right to object to processing of your personal data in certain circumstances.

If you have any questions or concerns in how your data is gathered, store or used, or would like to exercise any of your rights you can contact Justine Goodwin at [enquiries@wessexforestschool.co.uk](mailto:enquiries@wessexforestschool.co.uk)