FOREST SCHOOL

Privacy Notices for Parents and Carers

v1.0

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Privacy Notice for Parents - Key Information

This notice explains how Forest School collects, uses, and shares your personal information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Data Use and Access Act 2025 (DUAA). It also outlines your rights under these laws and how you can exercise them. Personal information is information that identifies you and relates to you. For example, information about your family circumstances, your financial information and photographs of you.

We strongly recommend reading the full version of our parent privacy notice which is published on the School's website and can be found here www.forest.org.uk/data-privacy. You can also obtain a copy of the full privacy notice by contacting our Data Protection Lead.

The full version includes additional points, such as, the rights you have in your information including what decisions you can make about your information, for how long the School retains your personal information and our legal bases for using your personal information.

The School's primary reason for using your personal information is to provide educational services to your child.

We set out below examples of the different ways in which we use your personal information and where that personal information comes from.

- We obtain information about you from admissions forms and from your child's previous school. We may also get information from professionals such as doctors and from local authorities.
- We will have information about any family circumstances which might affect your child's welfare or happiness.
- We will process financial information about you in relation to the payment of fees. In some cases we get information about you from third parties such as credit reference agencies or from your child's previous school(s).
- We may take photographs or videos of you at School events to use on social media and on the School website. This is to show prospective parents and pupils what we do here and to advertise the School. We may continue to use these photographs and videos after your child has left the School.
- We will send you information to keep you up to date with what is happening at the School. For example, by sending you information about events and activities taking place (including fundraising events) and the School newsletter.
- We will keep details of your address when your child leaves the School so we can send you the OF News, the Forest School Magazine and find out how your child is progressing. We may also pass your details onto the alumni organisation which is called the Old Foresters' Club. Further information on the alumni association can be found at www.forest.org.uk/

In some situations, we may need to share your information with third parties. For example:

- In accordance with our legal obligations, we will share information with local authorities, the Independent Schools Inspectorate and the Department for Education, for example, where we have any safeguarding concerns.
- If you have unpaid fees we may share information about this with other schools or educational establishments to which you intend to send your child.
- On occasion, we may need to share information with the police, our legal advisors and our insurers.

The Data Protection Lead is the person responsible at our school for managing how we look after personal information. The Data Protection Lead can answer any questions which you may have about how we use your personal information.

You can contact our Data Protection Lead:

- By e-mail: dpl@forest.org.uk,
- By telephone: 020 8520 1744,
- By post to

Data Protection Lead

Forest School

Snaresbrook

London, E17 3PY

Parent Privacy Notice – How we use your information.

1.1 Introduction

This notice explains how Forest School collects, uses, and shares your personal information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Data Use and Access Act 2025 (DUAA). It also outlines your rights under these laws and how you can exercise them.

If you have any questions about this notice please contact our Data Protection Lead.

1.2 What is "personal information"?

Personal information is information that identifies you as an individual and relates to you.

This includes your contact details, next of kin and financial information. We may also hold information such as your religion or ethnic group.

1.3 Our legal bases for using your information

This section contains information about the legal bases that we are relying on when handling your information. The codes (LI, CT etc) are to assist you further in the notice, when we tell you why and how we collect your information.

	LEGAL BASES FOR PROCESSING YOUR INFORMATION
LI	**LEGITIMATE INTERESTS** This means that the School is using your information when this is necessary for the School's legitimate interests except when your interests and fundamental rights override our legitimate interests. Specifically, the School has a legitimate interest in: • providing educational services to your child and to other children; • safeguarding and promoting the welfare of your child, other children and our employees; • promoting the objects and interests of the School. This includes fundraising and using photographs of you at our school events in promotional material. It also includes making sure that we are able to enforce our rights against you, for example, so that we can contact you if unpaid school fees are due; • keeping the school buildings safe; • using your information in connection with legal disputes. For example, if you or your child bring a claim against the School; • protecting the School's reputation; • facilitating the efficient operation of the School; and

	• ensuring that all relevant legal obligations of the School are complied with (for example in relation to inspections). In addition, your personal information may be processed for the legitimate interests of others. For example, another school will have a legitimate interest in knowing if you have not paid School fees that are due to us
CT	**NECESSARY FOR CONTRACT** We will need to use your information in order to perform our obligations under our contract with you and for you to perform your obligations as well. For example, we need your name and contact details so that we can update you on your child's progress and so that we can contact you if there is a concern.
LO	**LEGAL OBLIGATION** Where the School needs to use your information in order to comply with a legal obligation, for example to report a concern to Children's Services. We may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.
VI	**VITAL INTERESTS** In limited circumstances we may use your information to protect your vital interests or the vital interests of someone else (e.g. if you or they are seriously hurt).
PI	**PUBLIC INTEREST** Performance of a task carried out in the public interest (or carrying out public tasks) The following are examples of when we use your information to perform tasks in the public interest: • providing your child with an education; • safeguarding and promoting your welfare, your child's welfare and the welfare of other children; • facilitating the efficient operation of the School; and • ensuring that we comply with all our legal obligations.

The School must also comply with an additional condition where it processes special categories of personal information. These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information, health information, and information about sex life or orientation.

	LEGAL BASES FOR PROCESSING SPECIAL CATEGORIES OF PERSONAL INFORMATION
SPI	**SUBSTANTIAL PUBLIC INTEREST** The School is also allowed to use special categories of personal information where doing so is necessary in the substantial public interest. This is similar to "public interest" described above.
SPL	**SOCIAL PROTECTION AND SOCIAL SECURITY LAWS** The School may use your information to comply with social protection law (e.g. to look after your child) and social security laws. Social protection law is concerned with preventing, managing, and overcoming situations that adversely affect people's wellbeing.
VI	**VITAL INTERESTS** In limited circumstances we may use your information to protect your vital interests or the vital interests of someone else (e.g. if you or they are seriously hurt).
LC	**LEGAL CLAIMS** We are allowed to use your information if this is necessary in relation to legal claims. For example, this allows us to share information with our legal advisors and insurers.

1.4 How and why does the school collect and use personal information?

We set out below examples of the different ways in which we use personal information and where this personal information comes from. The codes below refer to the legal bases we are relying on. Please see the section above for an explanation.

N	Example	Legitimate Interest	Needed for Contract	Legal Obligation	Public Interest	Social Laws	Vital Interests	Legal Claim
1	We will have information about any family circumstances which might affect your child's welfare or happiness. This is to help us provide appropriate care and support to your child	LI	CT		PI SPI			
2	We will need information about any court orders or criminal petitions which relate to you. This is so that we can safeguard the welfare and wellbeing of your child and the other pupils at the School	LI	CT		PI SPI			
3	We use CCTV to make sure the school site is safe. Images captured of you via CCTV will be your personal information. CCTV is not used in private areas such as toilets	LI	CT		PI SPI			
4	If there is a complaint or grievance made to the School which involves you then we will use your information in connection with that complaint or grievance	LI			PI SPI			
5	We will send you information to keep you up to date with what is happening at the School. For example, by sending you information about events and activities taking place (including fundraising events) and the School newsletter	LI						
6	We will keep details of your address when your child leaves the School so we can send you the OF News, the Forest School Magazine and find out how your child is progressing. We may also pass your details onto the alumni organisation which is called The Old Foresters' Club. Further information on the alumni association can be found at https://www.forest.org.uk/old-foresters/	LI						
7	We may use information about you if we need this for historical research purposes or for statistical purposes. For example, if we consider	LI						

N	Example	Legitimate Interest	Needed for Contract	Legal Obligation	Public Interest	Social Laws	Vital Interests	Legal Claim
	the information might be useful if someone wanted to write a book about the School							
8	We may use your information when ensuring network and information security, for example, our anti-virus software might scan files containing information about you	LI		LO				
9	We can keep information about you for a very long time or even indefinitely if we need this for historical, research or statistical purposes. For example, if we consider the information might be useful if someone wanted to write a book about the School	LI						
	FINANCIAL INFORMATION							
10	We will process financial information about you in relation to the payment of fees. In some cases we get information about you from third parties such as credit reference agencies or from your child's previous school(s)	LI	CT					
11	We will hold information about bankruptcy petitions and statutory demands, where relevant.	LI	CT					
12	We may search the files of any licensed credit reference agency in order to verify your identity. This also allows us to assess your application for the award of a bursary or for credit in contemplation of an agreement for the deferment of fees. The credit reference agency will keep a record of that search and details about your application. This record will be seen by other organisations which make searches about you.	LI	CT					
13	We may share your information with debt recovery suppliers if you do not pay any school fees owed to the School.	LI	CT					
14	We will obtain information about you from publicly available sources, such as Companies	LI	CT					

N	Example	Legitimate Interest	Needed for Contract	Legal Obligation	Public Interest	Social Laws	Vital Interests	Legal Claim
	House and Zoopla, to assess your ability to pay School fees.							
	Failure to supply financial information may result in a refusal of an award or credit.							
	SHARING PERSONAL INFORMATION WITH THIRD PARTIES							
15	In accordance with our legal obligations, we will share information with local authorities, the Independent Schools Inspectorate and the Department for Education, for example, where we have any safeguarding concerns or to comply with our legal obligations	LI		LO	PI SPI			
16	On occasion, we may need to share your information with the police for the prevention and investigation of crime and the prosecution of offenders. We will only do this in specific circumstances to assist the police with their investigations	LI	CT	LO	PI SPI			
17	We may need to share information about you with the Health and Safety Executive (a government organisation) if there is a health and safety issue at the School	LI		LO	PI SPI			
18	In certain circumstances, we may also need to share information with our legal advisers for the purpose of obtaining legal advice	LI		LO	PI SPI			LC
19	Occasionally we may use consultants, experts and other advisors to assist the School in fulfilling its obligations and to help run the School properly (e.g. our accountants). We will share your information with them if this is relevant to their work	LI	CT		PI SPI			
20	If your child is not of British nationality we have to make sure that your child has the right to study in the UK. Sometimes the government will	LI	CT	LO	PI SPI			

N	Example	Legitimate Interest	Needed for Contract	Legal Obligation	Public Interest	Social Laws	Vital Interests	Legal Claim
	ask us to provide information as part of our reporting requirements.							
21	We may share information about you with our insurance company, for example, where there is a serious incident at the School	LI			SPI			LC
22	If you have unpaid fees we may share information about this with other schools or educational establishments to which you intend to send your child	LI						
23	If your child leaves us to attend another school we may provide that school with information about you. For example, details of family circumstances if there have been any safeguarding incidents	LI		LO				
24	We may share information about you with others in your family, such as another parent or step-parent. For example, where this is part of our obligation to take care of your child, as part of our wider legal and regulatory obligations, or in connection with school fees	LI			PI			
25	We may need to share information if there is an emergency, for example, if you are hurt whilst on School premises	LI					VI	
26	We may send you information about the School before you accept a place for your child. For example, we may send you a copy of the school prospectus	LI						
27	If your child has an Education and Health Care Plan (EHCP), we will share information with and obtain information from the local authority about you			LO	PI SPI			

1.4.1 We sometimes use contractors to handle personal information on our behalf. The following are examples:

1. IT consultants who might access information about you when checking the security of our IT network;

1. We use third party "cloud computing" services to store some information rather than the information being stored on hard drives located on the School site. We comply with the Age-Appropriate Design Code and ensure that all digital services used by children meet the highest standards of data protection and safeguarding.

1.4.2 We may use automated systems to make decisions about you or your child (for example, admissions or fee assessments). You have the right to request human review of any significant automated decision, to contest the outcome, or to ask for an explanation of how the decision was made.

1.4.3 We obtain information about you from admissions forms and from your child's previous school. We may also get information from professionals such as doctors and from local authorities.

1.4.4 Criminal offence information

1. We may only use information relating to criminal convictions and offences where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations or to exercise our rights.
2. Less commonly, we may use information relating to criminal convictions and offences where it is necessary in relation to legal claims, where it is necessary to protect our pupils and you are not capable of giving your consent, or where you have already made the information public.

1.5 More than one basis

In some cases we will rely on more than one basis above for a particular use of your information. In addition, we may move from one of the legal bases listed above to another as circumstances change. For example, as a safeguarding matter becomes more serious, we may start to rely on legal obligation to share personal information with the local authority in addition to the other legal bases which are noted for safeguarding purposes.

1.6 Consent

We may ask for your consent to use your information in certain ways as an alternative to relying on any of the bases in the table above. For example, we may ask for your consent before taking or using some photographs and videos if the photograph or video is more intrusive and we cannot rely on legitimate interests. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid. Please speak to the Data Protection Lead if you would like to withdraw any consent given.

1.7 Sending information to other countries

In certain, limited circumstances, we may send your information to countries which do not have the same level of protection for personal information as there is in the UK. For example, we may:

- share your information with authorities abroad in the event of an emergency during a school trip.

Your data may be transferred outside the UK only to countries or organisations deemed "adequate" by the Secretary of State. We will ensure appropriate safeguards are in place for any such transfers. For details about current adequacy decisions, please contact the Data Protection Lead.

1.8 For how long do we keep your information?

We keep your information for as long as we need to, to educate and look after your child. We will keep some information after your child has left the School, for example, so that we can find out what happened if you make a complaint. We retain personal data only for as long as necessary for educational, legal, or safeguarding purposes.

In exceptional circumstances we may keep your information for a longer time than usual but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

1.9 What decisions can you make about your information?

You have specified rights regarding your information. They are as follows:

Access: You can access your personal details at any time by logging in to the Parent Portal at https://parents.forest.org.uk/login, selecting 'My Children', then 'My Details'. You can also ask about other information we hold about you and be provided with a copy. This is commonly known as making a subject access request. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to.

Accuracy and Rectification: You can update and correct your personal details at any time by logging in to the Parent Portal at https://parents.forest.org.uk/login, selecting 'My Children', then 'My Details' and changing your details there. Updates should be reflected within two working days. If any other information that the School holds about you is incorrect you can ask us to correct it by contacting the school office.

Deletion: You can ask us to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information.

Portability: you can request the transfer of your information to you or to a third party in a format that can be read by computer. This applies where (a) the information has been provided by you; (b) the basis that we are relying on to process your information is consent or contract (please see "Our legal bases for using your information" above); and (c) the information is being processed by us on computer.

Restriction: our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.

Objection: you may object to us using your information where:

a. we are using it for direct marketing purposes e.g. to send information about the Forest School Parent Association events;

b. the legal basis on which we are relying is either legitimate interests or performance of a task carried out in the public interest. Please see the section "Our legal bases for using your information" above; and

c. we are using it for historical or scientific research purposes or archiving purposes. For example, we may keep photographs of you at a School event for historical reasons.

Request human intervention and contest decisions made solely by automated means, including profiling.

Complain – you may lodge a complaint and expect acknowledgement within 30 days, with prompt resolution.

You can contact the Data Protection Lead (dpl@forest.org.uk) with any questions or requests relating to the information we hold about you.

1.10 Further information and guidance

The Data Protection Lead is the person responsible at our school for managing how we look after personal information and deciding how it is shared.

Like other organisations we need to keep your information safe, up to date, only use it for what we said we would, destroy it when we no longer need it and most importantly - treat the information we get fairly.

This notice is to explain how we use your personal information. The Data Protection Lead can answer any questions which you may have.

This privacy notice does not, and is not intended to, give you any rights which you did not already have. For example, it does not give you any additional contractual rights.

Please speak to the Data Protection Lead if:

- you object to us using your information for marketing purposes e.g. to send you information about school events. We will stop using your information for marketing purposes if you tell us not to; or
- you would like us to update the information we hold about you; or
- you would prefer that certain information is kept confidential.

If you fail to provide certain information when requested, we may not be able to perform our obligations under the contract we have entered into with you. We may also be prevented from complying with our legal obligations (such as to ensure the welfare of your child and their classmates).

If you have concerns about how your data is handled, you may submit a complaint to the Data Protection Lead (dpl@forest.org.uk). We will acknowledge your complaint within 30 days and act without undue delay. You may also contact the Information Commissioner's Office (ICO) at www.ico.org.uk.

1.11 Contact

For questions, requests, or complaints, contact our Data Protection Lead:

- By e-mail: dpl@forest.org.uk
- By telephone: 020 8520 1744
- By post:

  Data Protection Lead

  Forest School

  Snaresbrook

  London, E17 3PY