



Confidentiality Procedure Data Protection (GDPR) Freedom of Information (FOI) Policy

The Willows Forest School staff and volunteers will sometimes encounter confidential information (registers, registration/medical forms, observations and learning records). We respect the confidentiality of children, their families, staff and volunteers by upholding our associated Confidentiality Procedure with confidence and professionalism. Any personal data and medical information will be kept securely with the register on the Leader's clipboard. This will be placed in the shed or out of reach in the shelter to ensure only staff can view this information.

The Willows Horringer may be required by law to collect and use certain types of data to comply with statutory obligations related to employment, education, and safeguarding. This policy is intended to ensure that personal data is dealt with properly and securely and in accordance with the UK General Data Protection Regulation (UK GDPR) and other related legislation, including the Data Protection Act 2018 (DPA 2018).

The Willows aims to robustly implement the requirements of the GDPR (General Data Protection Regulation). The Willows ensures it adheres to the eight data protection principles. These must be satisfied when obtaining, handling, processing, moving and the storage of personal data. We are required to keep certain personal information, like registers, medical records and accident records for at least 3 years after a child has left The Willows. After three years, any information retained will be deleted or burnt.

Forest School staff (leaders) who manage registers, communication with stakeholders, and have access to records and data are responsible for acting in accordance with the data protection principles and respecting an individual's rights under the GDPR. The GDPR lead should complete annual GDPR training to support this.

This policy will be updated as necessary to reflect best practice, or amendments made to data protection legislation, and shall be reviewed annually.

To be read in line with the Staff Code of Conduct reviewed in January 2025.

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Signed and dated: *Rebecca Dodman September 2025*