



The Learning Farm – Data Protection & Privacy Policy

Operational Owner	Alternative Provision Lead: Nicky Cummings
Effective date:	01/09/2025
Review date:	01/08/2026 (annually)
Related documents	Safeguarding Policy Student and staff expectations document Environmental Policy Emergency Policy Infection Control policy Fire Risk Policy Health & Safety Policy

Introduction

The Learning Farm (“we”, “our”, or “us”) is committed to protecting the privacy and security of all personal information we collect.

This Privacy Policy explains how we collect, use, store, share, and protect personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

By completing our forms, booking sessions, or attending The Learning Farm, you agree to the practices described in this policy.

Who We Collect Information About

We collect and process personal data relating to:

- Young people attending activities
- Parents and carers
- School staff and representatives
- Visitors and group leaders
- Organisations making bookings

Personal Data We Collect

A. From Individual Student Risk Assessment Forms

- Student name
- School name
- Lead contact name and telephone number
- Emergency contact details
- On-site school representative details
- Activities the student will attend
- SEND status and details
- EHCP information
- Medical conditions
- Allergies
- Risk factors or behavioural concerns
- Required support or adjustments
- Reading/writing support needs
- Animal-related risks
- Parental consent for participation
- Consent for photographs/videos
- Any additional safeguarding or risk information

B. From Booking Forms

- Name
- Email address
- School or organisation name
- Lead contact email and telephone

- Preferred booking dates and sessions
- Age and number of young people
- Number of accompanying adults
- Agreement to terms, payment information, and risk assessment requirements

How We Use Personal Data

We use personal data only for purposes that are necessary for running our services safely and effectively. These include:

- Managing bookings and communication
- Planning and delivering safe activities
- Conducting individual risk assessments
- Ensuring appropriate supervision and support
- Meeting safeguarding and welfare obligations
- Contacting parents/carers or staff in emergencies
- Managing payments and invoicing
- Keeping required records for compliance and safety

We do **not** use personal data for marketing unless explicit consent is provided.

Lawful Basis for Processing

We rely on the following lawful bases under UK GDPR:

- **Legitimate Interests** – to deliver activities and manage bookings
- **Legal Obligation** – safeguarding, health and safety, record keeping
- **Vital Interests** – protecting a young person from harm
- **Consent** – for photography, optional information, and certain communications

Where consent is used, it can be withdrawn at any time.

How We Store Personal Data

Personal data is stored securely on:

- **Microsoft OneDrive (Business)**
- **Password-protected folders**
- **Systems accessible only to authorised staff**

We use appropriate physical, technical, and administrative controls to protect data from unauthorised access, loss, or misuse.

When We May Share Personal Data

We do **not** routinely share personal data with external organisations.

Information is shared **only when necessary**, such as:

- If a **safeguarding concern** is raised
- When sharing is required to protect a young person or vulnerable individual
- If requested by:
 - Police
 - Emergency services
 - Local authority safeguarding teams

We always share **the minimum amount needed** and record our rationale.

Data Retention

Personal data is retained only for as long as necessary for:

- Safeguarding or legal requirements
- Activity provision
- Record keeping obligations
- Insurance requirements

After this period, data is securely deleted or destroyed.

Your Data Rights

You have the right to:

- Access your personal data
- Request corrections
- Request deletion (unless retention is legally required)
- Restrict or object to processing
- Withdraw consent
- Ask how your data is used and stored

To exercise these rights, please contact us using the details below.

Data Breach Procedures

In the event of a data breach, we will:

1. Assess the breach immediately
2. Contain and investigate the issue
3. Notify the ICO within 72 hours if required
4. Inform affected individuals where there is a high risk to their rights
5. Record details of the breach and corrective measures

Children's Data

We take extra precautions when handling data about children.

All processing is carried out with:

- Parental or school-provided consent where required
- Safeguarding and welfare as the highest priority

Contact Information

For questions, concerns, or data requests, contact:

The Learning Farm – Data Protection Lead

(Insert email and phone number)

(Insert address if desired)

Changes to This Privacy Policy

This policy is reviewed regularly and updated when necessary.

The most recent version will always be available on request or on our website.