

Data Protection Policy

Approval date: April 2025

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Policy Statement

In the course of our work with children, families, schools, and professionals—many of whom may be vulnerable or require additional support—Teach Outdoors Ltd collects, stores, and processes sensitive personal information, including but not limited to health data, educational records (e.g., EHCPs), and emergency contacts. We are committed to protecting this data and processing it lawfully, fairly, and transparently, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

All personal data will be:

- Processed lawfully, fairly, and transparently
- Collected for specified, explicit, and legitimate purposes
- Adequate, relevant, and limited to what is necessary
- Accurate and kept up to date
- Kept in a form that permits identification of data subjects for no longer than necessary
- Processed in a manner that ensures appropriate security
- Not transferred outside the UK unless appropriate safeguards are in place

Scope of the Policy

This policy applies to all personal data processed by Teach Outdoors Ltd in both electronic and manual form. It applies to staff, freelance/contract workers, volunteers, and participants.

Rights of Data Subjects

Under the UK GDPR, data subjects have the following rights:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability

- The right to object
- Rights in relation to automated decision-making and profiling

Data Management

Data Collection

Teach Outdoors Ltd collects data including, but not limited to:

- Volunteers: DBS, references, employment history, contact details, photographs, and video
 - Participants: medical information, address, next of kin, phone numbers, educational records (e.g., EHCPs), contact details, photos, videos, emails
- Consent forms will be signed at the start of each programme.

Teach Outdoors Ltd uses secure, GDPR-compliant digital platforms such as Evidence Me to support teaching, learning, and communication with parents and schools. These platforms may be used to store and share observations, progress tracking information, images, or videos. All such platforms are subject to strict data processing agreements and access controls, and data is only accessible to authorised staff and relevant family members. The platform provider (e.g., 2Simple) acts as a data processor under UK GDPR.

Teach Outdoors Ltd also collects and stores professional contact information and correspondence from consultancy and training clients (e.g., schools, settings, and educational professionals) in the course of providing support services, developing bespoke programmes, or delivering training. This may include names, job titles, email addresses, phone numbers, booking forms, evaluation feedback, and organisational preferences. All data is processed lawfully and stored securely in accordance with this policy.

Data Processing

Processing of personal data is based on at least one lawful basis as defined under Article 6 of the UK GDPR:

- Consent
- Contract
- Legal obligation
- Vital interests
- Public task
- Legitimate interests

For special category data, processing will only occur where a lawful basis under Article 6

and a separate condition under Article 9(2) is met, such as explicit consent or compliance with legal obligations.

The legal basis for processing consultancy and training client data is typically our legitimate interests (to deliver and improve our services) or performance of a contract. All information shared with us is treated as confidential and is not disclosed to third parties without consent, unless legally required.

Data Storage

Personal data will be securely stored for as long as necessary in accordance with our Data Retention Policy. Data will be stored in locked cabinets or encrypted and access-controlled digital systems. Personal data will not be saved to portable devices. Any hard copy printouts or extracts must be destroyed securely after use.

Data Disclosure

We may disclose personal data where required by law, to safeguard an individual, or to deliver our services. Data shared with funders or partners for monitoring or evaluation will be anonymised where possible. All external data processors must sign a data sharing or confidentiality agreement.

Subject Access Requests

Individuals may request access to their personal data at any time. Requests must be made in writing and will be responded to within one month. We do not charge a fee unless a request is manifestly unfounded or excessive.

International Data Transfers

Teach Outdoors Ltd will not transfer personal data outside the UK unless appropriate safeguards are in place, such as standard contractual clauses or an adequacy decision.

Data Breaches

In the event of a personal data breach, we will assess the impact and notify the Information Commissioner's Office (ICO) within 72 hours if required. Where the breach poses a high risk to individuals, they will also be informed promptly.

Data Protection Queries

For questions regarding this policy or to exercise your data protection rights, please email: info@teachoutdoors.co.uk