

INSIDE OUT

BUSHCRAFT
& ADVENTURE



POLICY

Data Protection

Version 2024.1

Inside Out Education Ltd.

Statement

This policy applies to all staff with Inside Out Education Ltd. As a company, we handle a variety of personal information about our customers. This includes (but is not limited to): medical information, living address, age, photographs, child protection concerns, criminal records (DBS) and contact information. Holding such information and respect the information held is bound by the Data Protection Act. All staff have a role to play in respecting this information and likewise, so do our customers.

We are registered with the Information Commissioner's Office (ICO) as a company that abides by the law and respects the Data Protection Act and individuals rights.

Section 1 | Legal Obligations

1.1 This policy has been drawn up on the basis of law and guidance outlined in the Data Protection Act 1998

1.2 The Data Protection act states that everyone responsible for using data has to follow strict rules called 'Data Protection Principles'. They must make sure the information is:

- Use fairly and lawfully.
- Used for limited, specifically stated purposes.
- Use in a way that is adequate, relevant and not excessive.
- Accurate
- Kept for no longer than is absolutely necessary.
- Handled according to people's data protection rights.
- Kept safe and secure.
- Not transferred outside the European Economic Area without adequate protection.

1.3 There is stronger legal protection for more sensitive information, such as:

- Ethnic background
- Political opinions
- Religious beliefs
- Health
- Sexual health
- Criminal records.

2.1 Inside Out Education are duty bound to take consent forms from everyone taking part in any of our services. This is because we:

- Become legally responsible for the care of their child in their time with us.
- We require permission from parents for children to take part in our activities.
- We require permission to take photographs/videos of children and use it for advertising purposes.

2.2 Consent forms must include the following information:

- Child's full name
- Parent(s)/Carer(s) full names
- Living Address, including postcode
- Minimum of two contact numbers
- Medical information relevant to their child, including symptoms, affects and medication.
- Child's Date of Birth.
- Behavioural, Special Education Needs, Emotional information that is relevant to caring for their child.
- Booking information for the event.
- Permission acknowledgement.
- Agreeing to the Terms and Conditions of Inside Out Education.

2.3 Consent forms will be retained for three years by Inside Out Education. At which point they will be destroyed, and all photos/videos removed from circulation.

Individual Consent

External Setting | Group Consent

Inside Out Bushcraft & Adventure™

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2.4 Where groups attend, it is the responsibility of external setting staff to ensure all necessary permissions and informed consent is obtained for attending participants.

2.5 External settings are required to submit necessary information to Inside Out using an online secure platform. This information must be submitted no later than 7 days before an activity or event is due to take place.

2.6 A lead member of the external setting staff must sign an External Setting Declaration Form on/before arrival, submitting it to Inside Out Education Ltd. No activities are permitted to take place without this declaration.

2.7 External setting staff remain responsible for the emotional and behavioural care for all pupils attending.

2.8 Inside Out Education Ltd has an internal Safeguarding Policy and named Designated Safeguarding Officer (DSO). All staff aged 16 and over received Bi-Annual Safeguarding Training; with DSO's receiving relevant Level 3 training in addition to this. It is important to note that Inside Out will always share relevant safeguarding concerns with school staff; if witnessed, observed or disclosed to Inside Out Staff. Safeguarding concerns that are relevant to the activity must also be shared with an Inside Out Education Ltd DSO. Inside Out Education Ltd also operates a whistle blower policy; and reserves the right to take concerns directly to appropriate authorities should they feel it is either inappropriate or representative of risk to report to the External Setting. The right to share information outside of the organisation is protected by law, and surpasses relevant details protected by GDPR regulations.

2.9 For full details regarding Safeguarding; see the IOE Safeguarding Policy.

Section 3 | Information & Uses

3.1 Information can be used to contact parent(s)/carer(s) for the following reasons:

- Confirm booking and information received.
- Request further permissions where relevant and necessary.
- In emergency situations.
- Advertising via email mailing list, post and text.

3.2 Photographs and videos can be used for advertising purposes. This can be through a variety of platforms, including but not limited to:

- Facebook, Twitter and Instagram
- Email
- Posters, Banners and Leaflets
- Booking Guides
- Video Advertising

3.3 It is the policy of Inside Out Education that no child shall ever be named by the company or it's staff through any of the formats mentioned in point 3.2

3.4 Where appropriate, and in line with relevant policies listed below, personal information can be shared with relevant authorities; surpassing information protected by GDPR. Measures where this are the case can be found in the following policies:

- Child Protection and Safeguarding Policy.
- Equal Opportunities Policy.
- Health and Safety Policy.
- Complaints and Disciplinary Policy.

Section 4 | Staff Expectations

4.1 Staff are expected to adhere to the Data Protection Act.

4.2 Information shared between colleagues should respect the policies set down by Inside Out Education. Briefings, memos, emails and letters remain the legal property of Inside Out Education and should not be shared without written permission to do so.

4.3 Sharing information about the Company via Social Media, text, word of mouth or other should have permission to do so first. This applies to both negative and positive information. Failure to have this permission can be classed as misconduct and disciplinary action.

4.4 Staff information is kept private and confidential. Information disclosed upon application should be truthful and relevant. Failure to disclose information relevant to the job role can result in Disciplinary action. Abuse of this information by staff can likewise result in disciplinary action.

Section 5 | Confidential Information, Intellectual Property and Protected Trading Rights

5.1 For the purpose of this policy and document, the term 'Intellectual Property' refers to any:

- All property, both physical or otherwise, created within or on behalf of the Inside Out Education Ltd.
- Including property, both physical or otherwise, created by existing employees of Inside Out Education Ltd.

5.2 For the purpose of this document and any agreements forthwith, protected trade refers to:

- Instruction of Bushcraft to individuals aged 8+

5.3 Employees are not restricted from entering into contractual employment with other providers of the protected trade.

5.4 Confidential Information refers to:

- Data and information collected and retained on behalf of customers, employees and business associates;
- All policies ascertaining to the business management of Inside Out Education Ltd;

- Instructional Styles, training and strategies for the delivery of Bushcraft
- Outcrafter Collection © 2021, and all contained Bushcraft Syllabus

5.5 Confidential Information also refers to:

- All information which is essential to the business operations and includes intelligence regarding trade secrets of Inside Out Education Ltd

5.5 Protected areas defined by this document are limited to within a fifty mile radius of the business trading site(s):

Inside Out (Lakeside)
Stoke Road
Tottenham
Norfolk
PE33 0RW

Inside Out Education (Sandpits)
Runcton Road
South Runcton
Norfolk
PE33 0SE

Inside Out Education (Office)
Edelweiss
Millers Lane
Wimbotsham
Norfolk
PE34 3QF

5.6 In order to protect Public Interest, the interests of the business as an employer, all and any confidential information; it is agreed upon induction and confirmation of employment that all employees shall not:

- Solicit any protected trade connections or attempt to directly and actively encourage any Protected Trade Connections with the aim of:
 - conducting a course of business within the protected area for a period of 6 months from the date of termination or at any time during employment.

- engage in a course of business where such business is in competition with Inside Out Education Ltd, within the scope of Protected Trade or within the Protected area.

5.6 Employees are contractually obligated to ensure that, at any time after the date of termination:

- Use any confidential information for your own benefit or for the benefit of any other protected trade connection.
- Directly or indirectly disclose Confidential information to any person (other than any person employed by Inside Out Education Ltd whose province it is to have access to such information) without explicit written permission of the Employer.

Section 6 | Review

This policy is subject to annual review, or sooner if circumstance or incidence requires.

Reviewed by S.G (09/01/2024)