



# WildNurture CIC

Discover, Explore, Thrive in Nature's Classroom



DISCOVER  
EXPLORE  
THRIVE IN NATURE'S CLASSROOM

Document and Record Keeping Policy 2025/26

# Document and Record Keeping Protocol

**Data Collection and Storage:** Wild Nurture Forest School will collect only necessary personal data for its operations. We will store electronic data securely using encryption and strong passwords, while physical documents will be kept in locked cabinets when not in use. Access to personal data will be limited to authorized staff only.

**Data Retention:** We will retain records only for as long as necessary for their intended purpose. A records disposal schedule will be followed for different types of information, and annual information audits will be conducted to ensure data accuracy and relevance.

**Confidentiality:** All staff and volunteers will be trained on data protection principles. A "clean desk" policy will be implemented to prevent unauthorized access, and secure methods will be used for sharing sensitive information.

**Data Subject Rights:** Clear privacy notices explaining data usage and sharing will be provided. Explicit consent will be obtained for collecting and processing personal data. Individuals will be allowed to access their data upon request, and personal information will be promptly updated or deleted when requested.

**Data Security:** Firewalls and antivirus software will be installed and regularly updated. Secure, password-protected devices will be used for accessing personal data. A procedure for reporting and addressing data breaches will be implemented.

**Special Category Data:** Extra safeguards will be applied for sensitive information, such as medical data. Access to special category data will be limited to essential personnel only.

**Data Destruction:** Physical documents containing personal information will be shredded. Electronic data will be securely erased when no longer needed. An accredited supplier will be used for confidential waste disposal.

**Staff Training:** Regular data protection training will be provided for all staff and volunteers to ensure an understanding of the importance of data confidentiality.

**Documentation:** A record of all data processing activities will be maintained, and data protection policies will be regularly reviewed and updated.

**Data Protection Officer:** The Forest School Director will oversee compliance, and regular audits of data protection practices will be conducted.

