

Privacy Policy



Liberty in the Wild Ltd

1. Introduction

Liberty in the Wild Ltd ("we," "us," or "our") is committed to protecting your privacy. This Privacy Policy explains how we collect, use, share, store, and protect personal information about individuals who engage with our services, including young people, parents or guardians, staff, and other stakeholders.

We are fully committed to safeguarding the privacy and security of personal data in accordance with the General Data Protection Regulation (GDPR), Data Protection Act 2018, and other applicable data protection laws.

2. Information We Collect

We collect and process various types of personal information as part of providing services and ensuring compliance with legal obligations. This information may include:

- **Personal Information of Young People:**
 - Name, age, contact details
 - Educational and medical information (including any special educational needs, disabilities, or health conditions)
 - Family background, emergency contacts
 - Safeguarding and welfare-related data
 - Behavioural and progress-related information
 - Consent records (for specific activities or services)
- **Personal Information of Staff and Directors:**
 - Name, job title, contact information
 - Employment and payroll records
 - Criminal record checks (as required)
 - Health and safety compliance details (including health and safety certifications, training, and other work-related qualifications)
- **Other Personal Data:**
 - Information collected through communication channels such as email, telephone calls, and feedback surveys

3. How We Use Your Information

We use the information we collect for the following purposes:

- **For Young People:** To deliver educational services, support welfare and safeguarding requirements, monitor progress, and manage individual needs.
- **For Staff:** To manage employment relationships, including recruitment, payroll, training, and compliance with legal obligations (including health and safety).
- **To Meet Legal and Regulatory Requirements:** We may need to process personal data to comply with our legal obligations, such as those related to safeguarding, insurance, health and safety, and auditing.
- **For Communication:** To keep relevant parties informed about matters related to the provision of services, emergencies, and updates on any relevant policies, procedures, or events.

4. Legal Basis for Processing Personal Data

We process personal data based on the following legal bases:

- **Consent:** Where we have obtained explicit consent, especially for sensitive personal data or for specific activities.
- **Contractual Necessity:** When processing is necessary for the performance of a contract (e.g., providing educational or employment services).
- **Legal Obligation:** When processing is required to meet our legal duties, such as safeguarding obligations or compliance with employment law.
- **Legitimate Interests:** In some cases, we may process data based on legitimate interests, such as ensuring the safety of young people or managing our operational needs, provided this does not infringe upon your rights.

5. Sharing Your Information

We may share personal data in the following situations:

- **Service Providers:** We may share personal data with trusted third-party service providers who assist in providing our services (e.g., IT services, payroll providers). These providers are contractually bound to protect your information and only use it for the purposes specified by us.
- **Legal or Regulatory Authorities:** If required by law, we may share personal data with authorities such as law enforcement, regulatory bodies, or insurers.
- **Safeguarding and Welfare:** In cases where there is a safeguarding or welfare concern, we may share information with relevant authorities, including social services or healthcare providers.

6. Data Retention

We retain personal data only for as long as necessary to fulfil the purposes for which it was collected, or as required by law. Once personal data is no longer needed, it will be securely deleted or anonymized in accordance with our data retention policy.

7. Security of Your Data

We take the security of personal data very seriously and implement appropriate technical and organizational measures to protect it from unauthorized access, disclosure, alteration, or destruction. These measures include encryption, access controls, regular security audits, and staff training.

8. Your Rights

Under applicable data protection laws, you have the following rights regarding your personal data:

- **Right to Access:** You can request a copy of the personal data we hold about you.
- **Right to Rectification:** If any information we hold about you is incorrect or incomplete, you can ask us to update it.
- **Right to Erasure:** You can request that we delete your personal data, subject to certain conditions.
- **Right to Restrict Processing:** You may request that we limit how we process your personal data in certain circumstances.
- **Right to Data Portability:** You may request a copy of your data in a commonly used, structured format that can be transferred to another organization.
- **Right to Object:** You have the right to object to certain types of processing, such as processing based on our legitimate interests.

To exercise any of these rights, please contact us using the details in the "Contact Us" section.

9. Data Transfers Outside the UK

We do not routinely transfer personal data outside the United Kingdom or European Economic Area (EEA). However, if such transfers are necessary (e.g., using cloud services or third-party providers located outside the UK), we will ensure that appropriate safeguards are in place to protect your personal data, such as using standard contractual clauses or other approved mechanisms.

10. Changes to This Privacy Policy

We may update this Privacy Policy periodically to reflect changes in our practices or legal requirements. Any updates will be posted on our website, and where appropriate, we will notify relevant parties directly.

11. Contact Us

If you have any questions or concerns about this Privacy Policy or how we process your personal data, or if you would like to exercise any of your rights, please contact us at:

Liberty in the Wild Ltd

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