



# Wild Explorers Nature School Privacy Policy

*Effective Date: January 2025*

At Wild Explorers, we are committed to protecting the privacy of children, families, staff, and visitors. This Privacy Policy explains how we collect, use, store, and protect personal information in accordance with the Privacy Act 2020 (New Zealand).

## **Who We Are**

Wild Explorers is a nature-based education programme providing outdoor learning experiences for children and families.

If you have any questions about this policy, please contact:

Wild Explorers- Stacey Dorthe

Email: [wildexplorers.ns@gmail.com](mailto:wildexplorers.ns@gmail.com)

Phone: 02102878422

## **Information We Collect**

We may collect personal information including:

- Parent/caregiver names and contact details
- Child's name, date of birth, and enrolment information
- Emergency contact details
- Medical information, allergies, and health requirements relevant to participation
- Attendance records

- Photographs and videos
- Payment and invoicing information
- Information provided through forms, emails, social media, or our website

## **Why We Collect Information**

We collect information to:

- Manage enrolments and attendance
- Ensure children's safety and wellbeing
- Communicate with families
- Administer payments and accounts
- Meet legal and regulatory requirements
- Share learning experiences and programme updates (with appropriate consent)
- Improve our services

## **Photographs and Videos**

Wild Explorers may take photographs and videos during sessions for educational documentation, newsletters, social media, promotional materials, and our website.

We will seek parent or caregiver consent before using identifiable images of children for promotional purposes. Families may withdraw consent at any time.

## **How We Store and Protect Information**

We take reasonable steps to protect personal information from loss, misuse, unauthorised access, disclosure, or alteration.

Information may be stored:

- Securely in digital systems and applications used by Wild Explorers
- In password-protected files
- In secure physical storage where applicable

Only authorised personnel have access to personal information.

## **Sharing Information**

We do not sell or rent personal information.

Information may be shared:

- With authorised staff or contractors who require it to perform their role
- When required by law
- In emergency situations where sharing information is necessary to protect health or safety

## **Access and Correction**

You have the right to request access to the personal information we hold about you or your child and request corrections if it is inaccurate.

Requests can be made by contacting us using the details above.

## **Retention of Information**

We retain personal information only for as long as necessary to fulfil the purposes for which it was collected and to meet legal obligations.

## **Website and Social Media**

If you interact with Wild Explorers through our website or social media platforms, those services may collect information in accordance with their own privacy policies.

## **Changes to This Policy**

Wild Explorers may update this Privacy Policy from time to time. Any changes will be communicated to families and published through our usual communication channels.

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By enrolling with Wild Explorers, you acknowledge that you have read and understood this Privacy Policy.

### **Policy Approval and Review:**

This WE Privacy Policy is approved by Wild Explorers Nature School management and will be reviewed annually to ensure it remains relevant and effective. Any changes or updates to the policy will be communicated to all staff and participants.

**Signed:**

Stacey Dorthe

Director and Founder

Wild Explorers Nature School

Jan 2025