

## Booking Policy Cancellation & Refund Policy GDPR & Privacy Policy

## **Bookings:**

Bookings to attend Farnborough Forest School Sessions are made via our booking page on our website: www.farnboroughforestschool.co.uk

Or directly via email: farnboroughforestschool@outlook.com

Once payment has been received, the booked place is secured.

Following payment, an enrolment form will be sent. This must be completed at least 24 hours prior to the session and kept up to date, accordingly.

## Cancellation and Refunds:

All booking payments made are non-refundable.

If you are unable to attend a session, please inform us as soon as possible by emailing: farnboroughforestschool@outlook.com

Please ensure we are informed as soon as possible, so that we can offer the place to someone else—as our sessions are very popular.

In the unlikely event that a session is cancelled by Farnborough Forest School, we will offer an alternative session or a full refund.

## **GDPR & Privacy Policy**

Data held by Farnborough Forest School may include email addresses, contact names and telephone numbers and medical information, which is shared to us via our website contact form and/or email and/or our session enrolment form.

This data is held by F.F.S Director, Julie Dear. It is held in a password protected cloud based system.

Relevant information is shared with the Forest School Leader in charge of a session, and relevant staff, as required to ensure the health and safety of the participants (as per our Health and Safety Policies).

Farnborough Forest School will not share any data with third parties, unless we disclose this to you and receive permission, or to comply with any legal obligation.

Any data will be removed from our system if a participant has not attended as session in six months.

If at anytime you wish your data to be removed, or change your preferences, please inform Julie Dear directly via email: farnboroughforestschool@outlook.com