

Privacy Notice

Biodiversity in Schools

Effective date: 20th July 2026

Organisation: Biodiversity in Schools

Contact email: info@biodiversityinschools.com

Website: www.biodiversityinschools.com

1. Introduction

Biodiversity in Schools (“BIS”, “we”, “us” or “our”) is committed to protecting the privacy and personal data of everyone who participates in, engages with or supports our work.

This Privacy Notice explains how Biodiversity in Schools collects, uses, stores, shares and protects personal information as part of our education programmes, school initiatives, biodiversity projects, awards, competitions, workshops, events, surveys, research activities, educational resources and other related activities.

It explains what personal data we collect, why we collect it, how we use it, who we may share it with, how we protect it, and the rights individuals have under the **General Data Protection Regulation (GDPR)** and the **Data Protection Act 2018**.

Biodiversity in Schools acts as the **Data Controller** for personal data collected through our programmes and activities.

If you have any questions about how BIS processes personal data, please contact:

Email: info@biodiversityinschools.com

2. What personal information do we collect?

The personal information we collect depends on how individuals engage with Biodiversity in Schools. We aim to collect only the information necessary to deliver our educational and biodiversity programmes.

Information about schools and teachers

We may collect:

- School name
- School address
- County or region
- Eircode
- Teacher, principal or programme coordinator name
- Teacher contact details, including email address and phone number
- Information relating to school participation in BIS programmes
- Feedback and evaluations relating to our activities

Information about children and young people

Where children participate in BIS programmes, activities or projects, we may collect:

- Examples of work completed
- Project submissions
- Responses to surveys or educational activities
- Photographs, videos or recordings where appropriate permissions have been provided by the school
- Information relating to participation, achievements or awards

BIS does not seek to collect unnecessary personal information about children.

Information about parents, guardians and supporters

Where relevant, we may collect:

- Parent/guardian name
 - Contact details
 - Consent records
 - Communications relating to participation in BIS activities
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Information collected through online engagement

We may collect information through:

- Website forms
- Newsletter subscriptions
- Online surveys
- Registration forms
- Competition entries
- Feedback forms
- Emails and correspondence

This may include:

- Name
 - Email address
 - Organisation/school details
 - Responses provided through forms or surveys
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3. How do we collect personal information?

BIS may collect personal information through:

- Schools and teachers coordinating participation
- Registration forms
- Online forms and surveys

- Email correspondence
- Educational programme submissions
- Event registrations
- Competition or award entries
- Feedback questionnaires
- Partnerships and collaborative projects

Where children participate in BIS activities, personal information is generally provided to BIS by schools, teachers or parents/guardians acting on behalf of the child.

4. Why do we collect and use personal information?

BIS processes personal data for the following purposes:

Delivering biodiversity education programmes

We use information to:

- Register schools and participants
 - Provide educational resources and materials
 - Deliver workshops, activities and projects
 - Communicate programme information
 - Support teachers and schools
 - Assess participation and engagement
 - Provide certificates, awards or recognition
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Improving our programmes and understanding impact

We may use information to:

- Evaluate the effectiveness of our programmes
- Measure educational and environmental outcomes
- Gather feedback from participants
- Improve our resources and activities
- Prepare reports for programme evaluation

Where possible, information used for reporting will be anonymised or aggregated.

Sharing the impact of biodiversity education

With appropriate permissions, BIS may use photographs, videos, quotes, stories or examples of children's work to:

- Celebrate achievements
- Promote biodiversity education
- Share the impact of our programmes
- Inform the public about our work through websites, newsletters, reports, social media and other communications

Children will not be publicly identified without appropriate permission.

Communicating with supporters and participants

Where individuals have chosen to engage with BIS, we may use contact information to:

- Provide updates about our programmes
- Share educational resources
- Communicate opportunities to participate in BIS activities

Individuals can unsubscribe from communications at any time.

5. Legal basis for processing personal data

Under GDPR, BIS processes personal data using the following legal bases:

Legitimate interests

We process personal information where it is necessary to operate, manage, evaluate and improve our educational programmes and biodiversity initiatives.

Consent

Where required, BIS obtains consent before:

- Publishing photographs or videos
- Sharing identifiable stories or examples of children's work
- Using information for promotional purposes

Consent can be withdrawn at any time by contacting BIS.

Legal obligations

We may process personal information where necessary to comply with legal or regulatory requirements.

6. Children's personal data

BIS takes particular care when processing children's personal information.

We:

- Collect only information necessary for our educational activities
- Avoid collecting unnecessary personal details
- Do not sell or commercially exploit children's information
- Do not use children's personal information for unrelated marketing purposes
- Ensure appropriate permissions are obtained before publishing identifiable information
- Store children's information securely

Schools are responsible for ensuring that they have appropriate permissions and lawful authority to share children's personal data with BIS for participation in our programmes.

7. Who do we share personal information with?

BIS does not sell, rent or trade personal information.

Personal data may be shared where necessary with:

- Participating schools and teachers
- Parents or guardians where appropriate
- Programme partners and funders
- Service providers who support BIS operations, such as secure website, email or data storage providers

Where information is shared with external organisations, BIS ensures appropriate safeguards are in place.

Information shared publicly or for reporting purposes will, wherever possible, be anonymised or aggregated.

8. How do we store and protect personal information?

BIS takes appropriate technical and organisational measures to protect personal information, including:

- Secure digital storage systems
- Password protection
- Restricted access to personal data
- Access limited to authorised personnel
- Regular review of data protection practices

While BIS takes reasonable steps to protect personal information, no online system can be guaranteed to be completely secure.

9. How long do we keep personal information?

BIS retains personal information only for as long as necessary for the purposes it was collected.

Retention periods depend on the nature of the information and the programme involved.

Generally:

- School and teacher contact information may be retained while schools engage with BIS programmes and for a reasonable period afterwards.
 - Programme participation records may be retained to demonstrate educational and environmental impact.
 - Photographs, videos and examples of work may be retained where appropriate permissions have been provided.
 - Survey and research information may be retained in anonymised form.
 - Information that is no longer required will be securely deleted or anonymised.
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10. Your rights under GDPR

Individuals have rights relating to their personal data, including:

Right of access

You can request a copy of personal information held by BIS.

Right to correction

You can request inaccurate information is corrected.

Right to deletion

You can request deletion of personal information where there is no legal reason for BIS to retain it.

Right to withdraw consent

Where processing is based on consent, you can withdraw consent at any time.

Right to object

You can object to certain types of processing.

Right to restrict processing

You can request that BIS limits how personal information is processed in certain circumstances.

To exercise these rights, contact:

info@biodiversityinschools.com

11. Complaints

If you have concerns about how BIS handles personal information, please contact us first so we can attempt to resolve the issue.

You also have the right to make a complaint to the Irish Data Protection Commission:

Data Protection Commission

Website: www.dataprotection.ie

12. Changes to this Privacy Notice

BIS may update this Privacy Notice from time to time to reflect changes to our activities, legal requirements or data protection practices.

The most recent version will be made available through our website or by contacting BIS.

Contact Details

Biodiversity in Schools

Email: info@biodiversityinschools.com

Website: www.biodiversityinschools.com