

**The Friends of St George's  
St George's Bickley CE Primary School  
Tylney Road  
Bromley  
BR1 2RL**

## Data Protection Policy

<b>HEADING</b>	<b>EXPLANATION</b>
<b>Aims of this Policy</b>	<p>The Friends need to keep certain information on volunteers, members of the Parent Forum, helpers, committee members and pupils in order to keep them up-to-date Friends and fundraising matters.</p> <p>The Friends are committed to ensuring any personal data will be dealt with in line with General Data Protection Regulation (GDPR) 2018.</p> <p>The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements.</p>
<b>Type of information held</b>	<p>The Friends handle the following types of personal information (this is not an exhaustive list):</p> <ul style="list-style-type: none"> <li>• Names, email address, telephone number of parents/carers/volunteers/ class reps and, in some cases, pupil names and classes</li> <li>• Special categories of personal data e.g. relevant dietary, sizing or medical information</li> <li>• Photographs and videos of adults/children taking part in Friends activities</li> </ul> <p>The Friends stores personal information on computer systems and sometimes on paper. All electronically-stored data is securely managed with controlled administration rights. The Friends does not share personal data with third parties without consent nor sell data to third parties.</p> <p>People within The Friends who will handle personal information are:</p> <ul style="list-style-type: none"> <li>• The Chairs</li> <li>• The Treasurer</li> <li>• The Secretary</li> <li>• Volunteers</li> </ul>
<b>Policy implementation</b>	<p>In order to meet our responsibilities The Friends will:</p> <ul style="list-style-type: none"> <li>• Ensure any personal data is collected in a fair and lawful way</li> <li>• Explain why personal data is needed at the start, how it will be used, and how long it will be kept</li> <li>• Ensure that only the minimum amount of information needed is collected and used</li> <li>• Ensure the information is up-to-date and accurate</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Hold personal data only as long as initially stated at the time of gathering consent</li><li>• Make sure it is kept safely</li><li>• Update the information we hold every year, asking people to confirm the details are correct and to give permission for us to hold the information for another year</li><li>• Ensure any disclosure of personal data is in line with our procedures</li><li>• Deal with any queries about handling personal information quickly</li></ul> |
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<b>Security</b>	<p>The Friends will take steps to ensure that personal data is kept secure at all times. The following measures will be taken:</p> <ul style="list-style-type: none"> <li>• The password to the Friends email address will only be known by the Chairs</li> <li>• All electronic files will be kept on password protected laptops</li> <li>• Any hard copy material will be kept within a locked folder and will be reviewed annually to ensure that any data that no longer needs to be held is destroyed.</li> </ul> <p>Any unauthorised disclosure of personal data to a third party by a volunteer / Committee Member may result in that person being unable to hold data in the future. They could also forfeit their place on the Committee. The individual involved will be informed of the unauthorised disclosure of their personal data.</p>
<b>Requests for access</b>	<p>Anyone whose personal information we handle has the right to know:</p> <ul style="list-style-type: none"> <li>• What information we hold and process on them</li> <li>• How to gain access to this information</li> <li>• How to keep it up-to-date</li> <li>• What we are doing to comply with GDPR.</li> </ul>
<b>Review</b>	<p>This policy will be reviewed annually to ensure it remains up-to-date and is compliant with the law.</p>
<b>Declaration</b>	<p>I confirm I have read and understood The Friends' Data Protection Policy and will act in accordance to it.</p> <p>I am connected with this organisation in my capacity as a</p> <p style="text-align: center;">Member of the committee Volunteer</p> <p>Signature: _____</p> <p>Print name: _____</p> <p>Date: _____</p>

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**With thanks to Connect for their template.**

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