

# THE FRIENDS OF ST GEORGE'S CE PRIMARY SCHOOL

## **PRIVACY NOTICE**

Under data protection law, individuals have a right to be informed about how The Friends of St George's ('the Friends') uses any personal data that we hold about them.

The Friends are a registered Charity (Charity Number: 293651 ) who operate as a fundraising organisation on behalf of St George's CE Primary School. The Friends rely on St George's ('the School's') parents/carers/volunteers/class reps to further its fundraising activities on behalf of the School. The Friends is a registered charity whose sole purpose is to raise funds to be used to benefit the children of the school. IT is made up of volunteers from within the parenting community.

This privacy notice explains how we collect, store and use their personal information.

### **Who collects this information**

The Friends is the "data controller" for the purpose of data protection law. This means that we are responsible for deciding how we hold and use the personal information we collect from you.

### **What data is collected**

Personal data that we may collect, use, store and share when appropriate includes:

- Personal information such as name, email address, telephone number of parents/carers/volunteers/ class reps and, in some cases, pupil names and classes
- Special categories of personal data e.g. relevant dietary, sizing or medical information
- Photographs and videos of adults/children taking part in Friends activities

All of the personal information collected is provided to us on a voluntary basis by volunteers, class reps, or individuals wishing to partake in a particular Friends activity or event.

### **We use the information collected to:**

- Contact individuals for support and help at school fundraising events
- Compile a list of attendees and year group for school fundraising events
- Compile a list of emergency contact numbers for parents
- Contact winners of raffle prizes
- Provide a list of addresses to our estate agent sponsor to promote events through sales boards

### ***Volunteers***

Volunteers for events are required to provide consent to collection and sharing of their contact details with Friends committee members for the purposes of organising the event.

Individuals interested in getting involved with the Friends can provide their contact details via the Friends email address which can be found on the School's website.

### ***Class reps***

Names of class representatives are held electronically to enable the Friends to communicate all events/activities to them, and to help source volunteers for the events/activities.

### ***School newsletters***

The Friends provides information to the Schools on past and upcoming events, which may be included in the regular school newsletter. The Friends do not hold a full mailing list for the parents/guardians of the School. Any emails are sent through the School's main office.

## **Raffle ticket sales**

Raffle ticket sales require the capture of personal data for the sole purpose of the administration of the activity. All Raffle tickets are destroyed 4 weeks after the raffle has been drawn to allow for any discrepancy / dispute over the draw to be resolved.

## **Our legal basis for using this data**

We only collect and use personal data when the law allows us to. Most commonly, we process it where:

- We need it to perform a fundraising event in the school's interest
- We have obtained consent to use it in a certain way

Where we have obtained consent to use personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify our use of this data.

## **Storing data**

The Friends stores 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.

All collected parental and volunteer data associated with the Friend's activities and events during a school year will be deleted within 12 months of the activity or event, or by request to [thefriendsofstgeorges@gmail.com](mailto:thefriendsofstgeorges@gmail.com)

All personal data held as physical information relating to raffle sales will be destroyed within 4 weeks of the raffle event.

## **Rights of the data subject**

For details on what information The Friends holds on you, or to request that personal data be deleted, or if you wish to make a complaint regarding the collection and/or use of your personal information, please email [thefriendsofstgeorges@gmail.com](mailto:thefriendsofstgeorges@gmail.com)

If you are contacting us to exercise any of your rights under data protection legislation, you may need to provide specific information to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it. We are required to respond to your request within 1 month.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/make-a-complaint/your-personal-information-concerns>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **Updates to this policy**

We reserve the right to make changes to this policy at any time. Where changes are made, we will post the revised policy here with an updated effective date.

**Dated: 27 November 2018**