



Friends of Bridgewater Primary School Privacy Notice (GDPR)

This is the current version of the Friends of Bridgewater Primary School (FOBPS) Privacy Notice, dated **March 2023**.

This Notice and key related documents will be reviewed annually and revised where necessary. The Notice will be approved by the Trustees and core committee at, or within one month of, the AGM.

Date of next review: March 2024

Summary

The Friends of Bridgewater Primary School is a registered charity. Our remit is to host events and activities that raise money for the school and enhance the experience of Bridgewater for pupils and their families.

FOBPS will collect and store as little personal data as possible. We will only collect and store data essential for carrying out our remit. This Privacy Policy explains how we handle data.

Our details

Data Controller: Friends of Bridgewater Primary School (Registered Charity No. 1120544)

Registered address: Bridgewater Primary School, Bridgewater Drive, Northampton, NN3 3AF

Trustees: Gemma Crooke (Chair), Eleanor Rutherford (Secretary), Andrew Myrie (Treasurer)

Email: friendsofbridgewaterprimary@hotmail.co.uk

Why and how we collect personal data

Personal data is information that can identify you as an individual.

We collect names and email addresses and occasionally phone numbers from parents/carers/guardians in order to keep a central mailing list for sharing updates about FOBPS, informing people about FOBPS events and recruiting and coordinating volunteers.

Parent/carers/guardians will volunteer their personal data for this purpose via FOBPS sign-up sheets at events OR by sharing this information directly with a member of the FOBPS core committee OR by emailing the FOBPS OR by sharing this information through Facebook. If consent information is not provided by FOBPS in advance (i.e. the sign-up sheets contain this information) we will send a template email to request consent to use and store this data. These consent emails will be kept in a separate email folder. Once consent emails have been sent to individuals, the original message will be destroyed/deleted. When consent emails have been received, the data will be added to our central mailing list.

We occasionally collect home addresses from parents/carers/guardians for specific purposes (e.g. delivering prizes). This data is volunteered by individuals directly to a member of the FOBPS core committee OR by emailing the FOBPS OR by sharing this information through Facebook.

We collect names, phone numbers, email addresses and occasionally home addresses from volunteers. This data is volunteered by individuals directly to a member of the FOBPS core committee OR by emailing the FOBPS OR by sharing this information through Facebook.

We occasionally collect personal data about pupils (e.g. name and class) in relation to specific events and activities (e.g. to register pupils for and enable safe pick-ups from an after-hours FOBPS event or to facilitate the distribution of items such as Christmas cards or from a uniform sale). This data is volunteered by parents/carers/guardians via the FOBPS website OR specific documents OR third-party websites (e.g. the Christmas card website).

We may occasionally collect information that is essential to protect the vital interests of a person (e.g. a serious allergy or medical condition if knowledge of this is essential to protect them during a FOBPS event). This information will be volunteered by the individual or (if they are a child) their parent/carer/guardian, will be shared with the members of the core committee or volunteers participating in the event or activity and will be deleted/destroyed within 28 days of the completion of the event or activity.

We collect data from suppliers in relation to specific events (e.g. Fairs). This data is volunteered by the suppliers directly to a member of the FOBPS core committee OR by emailing the FOBPS OR by sharing this information through Facebook.

FOBPS communicates with the whole school community through Parentmails. FOBPS does not hold contact information for the whole school community: our Parentmails are sent out by the school office.

The basis on which we collect and use personal data

We collect and use personal data on the basis of:

- Consent (where we have been given specific permission to collect and use this information)
- Legitimate Interest (to fulfil our charitable remit; to plan, administer and host events, activities and products (including competition prizes); to manage our relationship with our members and the school; to grow the charity and ensure compliance with charitable policies, practices and procedures)
- Legal Obligation (as a registered charity FOBPS has a legal obligation to send its Trustees' details to the Charity Commission; records of financial transactions may be kept for tax law reasons or Gift Aid purposes)
- Contractual Obligation (to manage relationships and services with third party suppliers or sponsors)

How we store personal data

We will ensure that all personal data is stored securely and restricted on a 'need to know' basis. We are committed to protecting personal information. Personal data is stored in our shared drive, in our email account and our Facebook account.

Occasionally committee members may temporarily store personal data on a personal device for a legitimate purpose. This data will be transferred to the FOBPS secure system, or deleted, whichever is most appropriate, as soon as is reasonably possible. FOBPS committee members will receive regular reminders to search for and clear their personal devices of any personal data related to FOBPS.

FOBPS do not transfer personal data outside of the European Economic Area.

FOBPS Shared Drive

The core committee has access to the FOBPS shared drive for the purpose of accessing the information they need to carry out their role. They have access for the duration of them being in this role. The password to the shared drive will be changed annually as standard, and also when an individual leaves the core committee, and/or when a security risk is identified.

The shared drive has our central mailing list, our volunteer mailing list/s and our supplier mailing list. Individuals on the central mailing list will be sent monthly reminders that they can opt out and have their data deleted. Individuals on the volunteer mailing lists and supplier mailing list will be sent annual reminders that they can opt out and have their data deleted.

We do not store parents/carers/guardians' home addresses. Emails or paperwork containing these are deleted/destroyed within 28 days of the completion of the event or activity for which they were collected.

We do not store personal data about children. Emails or paperwork containing these are deleted/destroyed within 28 days of the completion of the event or activity for which they were collected.

FOBPS email account

The core committee has access to the FOBPS email account for the purpose of accessing the information they need to carry out their role and communicating on behalf of FOBPS. They have access for the duration of them being in this role. The password to the shared drive will be changed annually as standard, and also when an individual leaves the core committee, and/or when a security risk is identified.

When individuals request to be removed from a FOBPS mailing list, we will search for and delete any emails containing their personal data in the FOBPS email account.

FOBPS Facebook account

The core committee has access to the FOBPS Facebook account for the purpose of accessing the information they need to carry out their role and communicating on behalf of FOBPS. They have access for the duration of them being in this role. The password to the shared drive will be changed annually as standard, and also when an individual leaves the core committee, and/or when a security risk is identified.

When individuals request to be removed from a FOBPS mailing list, we will search for and delete any messages containing their data in the FOBPS Friends account.

Good practices we adhere to

- We carry out an annual GDPR audit to reflect on and review our policy, documents and practices.
- When sending emails to a group of people we *always* email them to the FOBPS account and BCC all other recipients.
- We provide regular opportunities for individuals to request that FOBPS deletes their personal data.
- We send a monthly reminder to core FOBPS committee members reminding them to:

- delete any personal data from personal devices.
- delete any personal data in FOBPS shared folders, Facebook or email account from an event or activity they have been involved in, in line with our policies.
- We have a GDPR check-list for events and activities.
- We use specifically developed templates to collect personal data.
- We reflect and report on GDPR issues at monthly FOBPS meetings in relation to every event or activity we organise.
- We never share personal data without the individual's consent.
- We keep up-to-date with GDPR guidance for Friends Associations through Parentkind.

GDPR Rights

The GDPR gives individuals eight data subject rights:

Right to be informed

FOBPS will only hold data that has been volunteered by parents/carers/guardians, volunteers and suppliers. Whenever FOBPS collects data we will inform individuals what data we are collecting, how it is being used, how long we will keep it for, and whether it will be shared with any third parties.

Right of access

Individuals have the right to request a copy of information that FOBPS holds about them by contacting a member of the FOBPS core committee directly, by email, or through Facebook.

Right of rectification

Individuals can correct inaccurate or incomplete data by contacting a member of the FOBPS core committee directly, by email, or through Facebook.

Right to be forgotten

Individuals can ask FOBPS to delete any personal data stored about them. We will remind those on the FOBPS mailing list of this on a monthly basis when we email out the monthly meeting minutes. For suppliers we will undertake an annual audit of data held, and offer them the opportunity to request that we delete their data.

Right of portability

This is not relevant to FOBPS.

Right to restrict processing

This is not relevant to FOBPS.

Right to object

This is not relevant to FOBPS as we will never use data in ways for which permission has not been given by the individual.

Rights related to automated decision making, including profiling

This is not relevant to the FOBPS

Accessing your data

If you would like to find out what personal data we hold about you, or if you would like any more information, please contact us on friendsofbridgewaterprimary@hotmail.co.uk

We will respond to requests as soon as we are able, and within one month (which is the statutory time limit to respond).

You can read more about GDPR on the Information Commissioner's Office (ICO) website <https://ico.org.uk>. You have the right to complain to the ICO if you are concerned about how an organisation is handling your data.