



FOBS Privacy Notice (How we use pupil & parent information)

We **the Friends of Broad Chalke School (FOBS)** are a data controller for the purposes of the Data Protection Act and we are obliged to send you a privacy notice about how we use your data.

The categories of information that we collect, hold and share include:

- Personal information (such as names and email addresses)
- Class lists for school events e.g. disco attendance
- Medical information e.g. food allergies at school events
- Photos of events (not including children)
- Names & contact details of businesses who might attend school events or offer raffle prizes

Why we collect and use this information

- to help us with fundraising events
- to communicate with parents
- to safeguard pupils
- to celebrate what FOBS does

The lawful basis on which we use this information

We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law.

Collecting information

The information you provide to us is provided on a voluntary basis.

Storing data

We hold data for as long as it is needed, this is usually for as long as a child is at the school or on a case by case basis.

Who we share information with

We routinely share basic pupil information such as names of children with parent helpers.

We may need to share relevant medical information such as allergies/ asthma in order to keep children safe at an event.

We share email addresses with other parents.

Why we share information

We do not share information with anyone without consent and unless it is a matter of keeping children safe.

Requesting access to your personal data

Under data protection legislation, adults have the right to request access to information about them that we hold.

To make a request for your personal information contact Diana Cullen (see below)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at

<https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact: Diana Cullen dianacullen@yahoo.com