

Frithwood School - data protection privacy notice

We are committed to protecting your personal information and ensuring we respect your privacy. This Privacy Notice explains how we will look after and use any personal information that we collect about you.

What is personal information?

Personal information means any information about you from which you can be identified. Examples of personal information include your name, home address, telephone number and e-mail address but it also includes other pieces of information which can be used to identify you, either directly or indirectly, such as a cookie.

Who we are

Frithwood School Association (the PTA) is the Controller of the personal information you provide to us. If you have any questions about this Privacy Notice or the information we hold about you please contact the PTA using the details set out below:

Full name of legal entity: Frithwood School Association

Name or title of DPO or relevant contact: PTA Chair

Postal address: C/O Business Manager, Frithwood Primary School, Carew Road, Northwood HA6 3NJ

Contact telephone numbers: 01923 825548

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. We would however appreciate the chance to deal with your concerns before you approach the ICO, so please contact us in the first instance.

What types of information do we use?

We collect information from you so we can administer the PTA and contact you about volunteering at PTA events. The information which we collect, use, and store about you includes:

- Name and address
- Other contact information including email addresses and telephone numbers

We will not knowingly collect any data related to children.

We do not collect any special categories of personal data. This includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic or biometric data.

How do we collect information about you?

We will collect information from you using a consent form. We do not collect information via any third parties.

How we will use your personal information

We only obtain, use and keep personal information where we need it for a specific purpose. We set out in the table below the ways in which we plan to use your personal information. We are only able to use your personal information if we have a proper legal reason or basis for doing so. This is called a legal basis and the regulations require that we have a legal basis so that your privacy is protected. Most commonly we will use your information when:

- We have asked for, and you have provided, **consent** to use your information. **Please note that you can withdraw your consent at any time – this is part of how the law protects your interests.**
- We need it to perform a fund-raising event in the school's interest and have a **legitimate interest** in processing the information and your interests and fundamental right do not override those interests. For example, processing your information to perform a fund-raising event in the school's interest.

Purpose	Lawful basis for processing including our legitimate interests
Contact individuals for support and help at school fund raising events	Consent
Contact individuals to promote PTA events	Consent It is necessary for our legitimate interest to act in the capacity as a charity fund raiser for school events
Contact winners of raffle and other prizes	Consent
Provide a list of addresses to out estate agent sponsor to promote events through sales boards	Consent
To undertake the administration of the PTA	Consent
To administer the payment of any legitimate expenses	Consent

We will only use your personal information for the reason for which we collected it. We will only use it for another reason if we believe that new reason is compatible with the original purpose. If we do need to use your personal information for a non-related purpose we will tell you about it and explain the legal basis which allows us to do so.

Marketing

We will not undertake any marketing activity other than to promote PTA events. Please note that this will not be personalised and it will not contain any personal data it falls outside the scope of the data protection regulations.

Who we share your information with

We may need to provide information to third parties for a variety of reasons, for example, with PTA committee members so they can contact you about volunteering, or with a bank in order to reimburse any legitimate expenses. The third parties we share your information with are as follows:

- Committee members of the PTA;
- Frithwood Primary School;
- Our bankers;
- The Charity Commission (relevant to Officers of the PTA only).

We will not send your information outside of the EEA.

Storing your information

We will keep paper copies of any consent forms and may create electronic records of that information for administration purposes (for example, a spreadsheet to collate volunteer information). Paper copies of information will be secured by the PTA Chair and any electronic personal data will be secured by password on a remote computer. Electronic data will not be shared across any form of network. Personal data will be kept for a year at which point it will be confidentially disposed of. If you want a copy of the information we hold about you please contact the PTA Chair via the School Business Manager.

Your rights

You are provided with a number of different rights under the data protection laws in relation to your personal information. These allow you:

- To access your information;
- To request we correct your information;
- To request that we erase your information;
- To object to the processing of your information;
- To request a restriction in the processing of your information;
- To request a transfer of your information; and
- To withdraw your consent.

If you wish to exercise any of these rights please contact the PTA Chair via the School Business Manager. Please note that you will not have to pay a fee to access your personal information or to exercise any of the other rights. We may also need to seek further information from you to confirm your identity before we release any personal information. This does not affect your right to make a complaint.

Security

We have put in place appropriate security measures to protect your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.