



## **Friends of the School Privacy Notice**

Our privacy notice explains how we collect and process your Personal Data and the rights you have under the General Data Protection Regulation (GDPR).

### **Who are we?**

The Friends of the School provides a range of activities for pupils of Great Waldingfield School and also runs various charity events and other Friends of the School led initiatives, in support of Great Waldingfield School and its pupils, which require the collection of personal data.

We are the “data controller” for the purposes of GDPR. This means that we decide how your Personal Data is processed and for what purposes.

### **What personal data do the Friends of the School process?**

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

- Name
- Contact information including email addresses and telephone numbers
- Biographical information (your name, gender and date of birth etc)
- Contact details and communication preferences
- Your familial relationships (parents, grandparents and siblings)
- Your clubs, society affiliations and your other connections with the School
- Your interests and extra-curricular activities
- Your volunteering activity for the School
- Your family and partner/spousal details
- Records of communications and interactions we have had with you
- Your attendance at School events
- Payment details – bank account number, sort code, card details

## **How do we process your Personal Data?**

We comply with our obligations under GDPR in the following ways:

- by keeping Personal Data up to date;
- by storing and destroying it securely;
- by not collecting or retaining unnecessary or excessive amounts of data;
- by protecting Personal Data from loss, misuse, unauthorised access and disclosure; and
- by ensuring that appropriate technical measures are in place to protect Personal Data.

## **We use your Personal Data for the following purposes:**

- To manage the membership of clubs or manage the participation of children, parents/guardians in our charity events and other Friends of the School led initiatives.
- For health and safety of the participant in Friends of the School clubs and events.
- To inform you of news, events, activities or services which we think you might like to hear about.
- To share your contact details with club coaches, tutors, event coordinators and the school office.
- To notify winners of events and competitions.

## **Sharing your personal data**

Your Personal Data will be treated as strictly confidential and will be shared only with organisations whose services are required in order to provide the services we offer.

We will only share your Personal Data with other third parties with your consent. These third parties, in turn, may rely on data processors to provide services that help them help us.

We may send your information to countries which do not have the same level of protection for personal information as there is in the EU. For example, we may communicate with you by email when you are overseas.

The European Commission has produced a list of countries which have adequate data protection rules and therefore do not need further safeguards in place. The list is available here

[https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/adequacy-protection-personal-data-non-eu-countries\\_en#dataprotectionincountriesoutsidetheeu](https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/adequacy-protection-personal-data-non-eu-countries_en#dataprotectionincountriesoutsidetheeu).

If the country that we send your information to is not on the list or is not a country within the European Economic Area (which means countries in the EU, Liechtenstein, Norway and Iceland), then it might not have the same level of protection for personal information as there is in the UK. If the Friends of the School are aware of any data that it intends on sending to countries without adequate data protection, we will inform you of the safeguards in place.

When you give your consent to our holding of your Personal data you agree to us sharing your Personal Data (including special categories of Personal Data – where we have your explicit consent) with third party processors and sub-processors located both inside and outside the EEA.

### **Our legal grounds for using your personal data**

We are under a legal obligation to process certain personal information relating to our members for the purpose of complying with our obligations.

- To maintain a register of our members.
- To keep individuals informed of events and activities being held
- To maintain a register of volunteers
- For **legitimate interests**, such as advertising and improving the School, maintaining the School's reputation, enabling us to enforce our rights and facilitating the effective operation.
- For a **legal obligation**, such as disclosing your data to third parties such as the Police and Local Authority where we are legally obliged to do so.

There are special categories of your personal data that need to be treated particularly sensitively and we therefore has to further justify why it may need to use such data. These data types include racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information and health information. Where applicable, our justifications for processing these types of data are:

- You have given **explicit consent**;
- To protect yours or someone else's **vital interests**;
- You have already made the data **manifestly public**;
- For the purposes of a **legal claim**;
- There is a substantial **public interest**;
- For the **provision of health or social care** or treatment.

### **Consent**

On some occasions the Friends of the School may ask for your consent to use your personal data, such as for electronic direct marketing purposes. You may take back this consent at any time. However, any use the Friends of the School has made of your information before you withdraw your consent will still be valid.

Please note that there are some circumstances where the Friends of the School will not be able to accept your request for consent withdrawal as we may be relying on another justification for processing your data.

### **How long do we keep your Personal Data?**

We keep your Personal Data for the duration of the time required to manage the charity event and other Friends of the School led initiatives. We will keep your

information for no longer than we reasonably need for legal reasons. We will securely destroy all personal data once we have used it and no longer need it.

### **Your rights and your Personal Data.**

Unless we have an exemption under GDPR, you have the following rights with respect to your Personal Data: –

- The right to request a copy of the Personal Data which we hold about you, without any charge.
- The right to request that we correct any Personal Data found to be inaccurate or out of date.
- The right to request that your Personal Data is erased where it is no longer necessary for us to keep it.
- The right to withdraw your consent to the processing we carry out at any time.
- The right to request that we provide you with your Personal Data and, where possible, to send that data directly to another data controller.
- The right, where there is a dispute in relation to the accuracy or processing of your Personal Data, to ask us to restrict further processing.
- The right to object to the processing of Personal Data.
- The right to lodge a complaint with the Information Commissioners Office and to seek legal recourse.

### **Further processing**

If we wish to use your Personal Data for a new purpose, not covered by this Notice, then we will provide you with a new notice explaining this new use. We will do this before we start processing for the new use. We will set out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

### **Contact Details**

If you have a problem, complaint or, if there is something you don't understand, please contact us on [admin@greatwoldingfield.suffolk.sch.uk](mailto:admin@greatwoldingfield.suffolk.sch.uk).

You can also contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF