**Privacy Policy for Friends of Frampton Cotterell C of E School**

Under data protection law, individuals have a right to be informed about how the Friends of FCCE uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair collection notices’) to individuals where we are processing their personal data.

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

**The personal data we hold**

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

* Name and address
* Other contact information including email addresses and telephone numbers
* National Insurance Number

**Why we use this data**

We use this data 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
* Compile a list of purchasers of tickets for events, i.e the Circus
* Contact winners of raffle and other prizes
* Provide a list of addresses to our estate agent sponsor to promote events through sales boards
* To process Gift Aid donations and Gift Aid Declarations

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Where we have obtained consent to use personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.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

**Collecting this information**

While the majority of information we collect is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

**How we store this data**

We keep all electronic personal information on a secured database for the whole academic year that it is collected in. At the end of each academic year all data will be deleted from the secure database. Any paper based information e.g. raffle tickets, event ticket information will be stored securely and confidentially disposed of. If you want a copy of the information we hold on you please email; fcceschool@hotmail.co.uk

**Friends of Frampton Cotterell C of E School Privacy Notice**

As you may be aware, the General Data Protection Regulation came into force from 25th May 2018.

As we are technically a separate organisation from the school, the Friends of FCCE School (The Friends) also needs to act to ensure that it is compliant with the data protection laws.

The Friend collects and uses some personal data, mainly in order to communicate with parents and carers who sign up for the Friends led initiatives. We’re not changing how we use or collect information, but we want to take this opportunity to clarify how and why we store and process data, and your rights under the GDPR.

**What personal data does the Friends collect, and why**

We collect, use and store data when a parent signs up for any of the following:

* The Friends of FCCE School Volunteers;

Parents/carers can sign up to support at the Friends events via our form where we collect:

Parent/carers name that is volunteering

Contact details (phone/email) – so we can make contact when support it needed

We will delete these details at the request of the data subject or when the event is over.

* The Friends Events;

Some events will require attendees to pay for tickets. To process this data we use various on-line ticket sales sites, database record keeping and manual records.

Events may require us to collect:

Parent name

Student name/Class

Contact details

Payment details

We will delete this data once the event is over.

Where the Friends use on-line ticket sales, the data will be covered by their GDPR privacy notice. Any computerised records we receive as a result will be treated in accordance with our notice, and details deleted when the event is over.

We also take photos and videos during The Friends events. Data subjects will be made clear that this is happening.

Please note, we communicate upcoming events requests to parents/carers via Frampton Cotterell C of E School newsletter/parentmail system and do not actually store/use these contact details directly ourselves.

* Raffle and other ticket sales

Some ticket and competition entries will require attendees to provide details so winners can be identified and contacted.

Events may require us to collect:

Parent name

Student name/Class

Contact details

Payment details

We will delete this data once the event is over.

* Estate agent promotions

The Friends work in partnership with local estate agent to advertise certain fundraising activities throughout the year, by locating “for sale” boards within individual properties. To process this we collect and share;

Parent name

Property address

We will delete this data once the event is over.

* Gift Aid

The Friends are able to receive Gift Aid from HMRC as long as certain information is provided.

**On what basis do we collect and use personal data?**

We only collect, store and use data that we have gained through consent. Parents/carers can fill out the relevant forms to indicate their consent to the relevant processing.

**Managing and storing data**

We will ensure all data that you give us is kept securely and restricted to those with a ‘need to know’. We are committed to protecting information about you and your children.

We will review our contacts held within our database on an annual basis. You can ask us to remove you from our database at anytime during the school year.

**Sharing data**

We will never share personal data to a third party without consent.

**Accessing your data**

If you want to find out what data we hold about you, please contact the Friends via fcceschool@hotmail.co.uk. We are happy to share it with you at any time and you can also ask us to delete your data from our records at any time.

**More information**

You can also read more about GDPR on the Information Commissioner’s Office (ICO) website [https://ico.org.uk](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.