

General Data Protection Regulation: Privacy Statement 2018

Friends of Tacolneston School. Registered charity number: 1177570

The GDPR came into force on 25th May 2018 and the new law has changed the way organisations can hold and use your data. As an organisation your privacy is something we take very seriously and we take great care in protecting your privacy and the information you provide to us. In order to minimise the data protection risk we hold very little data, only hold it for the specific time we need it and then securely delete and the data that we do hold is to allow us to successfully carry out fundraising events/activities.

Please see below what data is held, how we use it, the time period it is held for and how it is destroyed:

FOTS Trustee and committee member information:

We hold personal records for our trustees and FOTS committee members. This information is stored using a secure method at the treasurer's home address, only the treasurer has access to it unless another trustee asks to see it then the individual whose data it is has to give verbal consent. Storage of trustee and committee member information in electronic format is kept in a password protected file, which the treasurer will manage. When a trustee steps down from their role their personal data will be destroyed using a secure method* within 3 months of them leaving the committee.

Children's names:

On occasions when we have an event that children attend without parents/guardians and/or require tickets purchased in advance we hold a list of attendees - which include your child's name and class name and school year, and parent/guardian contact number. Once the event is over the lists are destroyed by using a secure method*, destruction of attendee lists happens within one week of the event taking place. The treasurer and vice chair holds a copy of event attendee lists on their laptops for these events to allow for the organisation and running of the event. The treasurer and vice chair are the only people who have access to these lists and the electronic files stored on their laptops are password protected. As with paper copies these lists are delated within one week of the event taking place.

Volunteer information:

Frequently when we have an event we collate and hold a list of volunteers which often include your name, possibly a mobile number and your child's name, class name and school year. This is to help us contact you and keep you updated about the organisation and set up of the event. Once the event is over the lists are destroyed by using a secure method*, destruction of volunteer lists happens within one week of the event taking place. The chair and vice chair hold a copy of volunteer lists on their laptops to allow for the organisation and running of the event. The chair and vice chair are the only people who have access to the lists and the electronic files stored on the laptops are password protected. As with paper copies these lists are delated within one week of the event taking place.

Occasionally we create a database of volunteers for the year ahead which includes your name, possibly a mobile number and your child's name, class name and school year. The chair and vice chair hold a copy of volunteer database on their laptops to help them plan events for the coming year ahead. Your details will not be placed on this database without your consent and prior knowledge - and once your details are on the database you have the right to request to see what information FOTS holds about you, and to request that your information is deleted at any point. At the start of each academic year the database will be checked and refreshed allowing each person to opt in or to request that their details are removed from the database.

Raffle tickets and prize draws:

Where tickets are sold for raffles and prize draws, we often require you to provide your name and mobile number or child's name and class name on the back of the raffle slip which is entered into the draw. This is to help us identify and check the correct winner when the raffle tickets are drawn. Tickets containing personal identifiable information are held in a container with a lid and held by a FOTS committee member or volunteer who is fully briefed on the secure handling of these types of tickets. Names and contact information collected in this way is not used for any other purpose and is destroyed using a secure method* immediately after the evening and no longer than a week after the raffle being drawn.

Product ordering:

We regularly organise activities that require ordering and payment of products such as school uniform or Christmas cards and mugs. Order forms often your child's name, class name and school year, and parent/guardian contact name, occasionally contact telephone number. Paper copies of forms collected by the event organiser and used in their home to process and administer the orders, order forms are securely stored when they are not in use. Paper copies of forms containing personal information are destroyed using a secure method* within a week of the order being received by the child/parent/guardian. Where possible electronic lists of orders are created and held securely in password protected files by the event organiser to allow for paper copy forms to be destroyed sooner than on receipt of the order. Electronic copies of the files are deleted within a month of the order being received by the child/parent/guardian.

Online banking information:

The treasurer holds a limited number of individuals bank details on the FOTS online bank account that are used to pay individuals when they have purchased items for upcoming events, only the treasurer has access to these details and the online banking is password protected. Paper copies of bank details are not held.

Sharing information:

On occasions we transfer data to Taconlneaton Primary School to ensure our fundraising events/activities are run smoothly and successfully, this is always done professionally and in compliance with the GDPR and to minimise any risk to personal data.

Further information:

Should you require any further information about how FOTS holds and uses personal data please speak to Sarah Duddle Chair, Rachel Mitchel Vice Chair or Allyson Phillips Treasurer - you can use the FOTS messenger or leave a message with the school office and we can get back to you.

* The secure method we use to destroy records is using a paper shredder.