## **Friends of St Oswald’s School**

## **Privacy Notice**

This privacy notice explains how we collect, store and use personal data about pupils and parents/carers. We, Friends of St Oswald’s School, are the ‘data controller’ for the purposes of data protection law.

The Friends do not need to appoint a data protection officer (DPO) but seek the advice of the school’s DPO when required.

**Who we are and what we do**

We are The Friends of St Oswald’s School, c/o St Oswald’s CofE Aided Primary and Nursery School, Church Street, Durham, DH1 3DQ. We are a voluntary organization.

**The personal data we collect and hold**

We hold personal data about pupils and their parents/carers to our objective of organising fundraising events and similar relating to St Oswald’s School.

Personal data that we may collect, use, store and share (when appropriate) about parents and pupils includes, but is not restricted to:

* Names of parents/carers
* Names of children
* Year groups and classes for children
* Email addresses

We use this data to:

* Maintain an email contact list (e.g. for organising events)
* Organise fundraising events
* Arrange meetings
* Support other activities relating to our organisation

**Our legal basis for using this data**

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

In addition, concerning any special category data:

* conditions a and d of GDPR - Article 9
* Condition a – consent
* Condition d – legitimate activities relating to this not-for-profit organisation

Where we ask for consent, consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

**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.

We collect data using the school’s Parentmail communication system. The school contact parents/carers on our behalf. The school provides us with contact details for parents/carers **only** when consent has been given.

**How we store this data**

We keep personal information about pupils and their parents/carers while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We will only retain the data we collect for as long as is necessary. This is generally for the time that the children attend St Oswald’s School or if consent is withdrawn.

Personal information is stored on a database secured with a password. Access to this is limited to key individuals within the Friends who require this information to perform their role(s) within the organisation. It is our intention that information will be retained for as long as you have children attending St Oswald’s School or until you withdraw consent, whichever is soonest. The database is ‘cleansed’ of old information at the end of each school year and individual personal information is removed as soon as possible following the withdrawal of consent.

**Data sharing**

We may share information with St Oswald’s School in order to meet the objectives of the Friends. We do not share any of this data with any other organisation without your permission, except if the law were to require it. Email addresses will be included in emails sent to other members of the Friends mailing list.

We do not transfer personal data to countries outside the European Economic Area.

**Parents and pupils’ rights regarding personal data**

Individuals have a right to make a **‘subject access request’** to gain access to personal information that the Friends holds about them. This should be made in writing or by e-mail to The Friends at [friendsofstoswaldsdurham@gmail.com](mailto:friendsofstoswaldsdurham@gmail.com). The Friends will respond within a 15 school days timescale.

Parents/Carers can make a request with respect to their child’s data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 16), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, we will:

* Give you a copy of the information in an intelligible form
* Give you a description of the data we hold
* Tell you why we are holding and processing it, and how long we will keep it for
* Explain where we got it from, if not from you or your child
* Tell you who it has been, or will be, shared with
* Let you know whether any automated decision-making is being applied to the data, and any consequences of this

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If we can not provide information to you, we will give you a description of the information we hold and the reason why it can not be disclosed to you at the time of your request.

**Other rights**

Individuals have rights regarding how their personal data is used and kept safe, including the right to:

* Object to the use of personal data if it would cause, or is causing, damage or distress
* Prevent it being used to send direct marketing
* Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
* In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
* Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

**Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner’s Office:

* Report a concern online at <https://ico.org.uk/concerns/>
* Call 0303 123 1113
* Or write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

The Chair of the Friends of St Oswald’s School

c/o St Oswald’s CofE Aided Primary and Nursery School

Durham

County Durham

DH1 3DQ

[friendsofstoswaldsdurham@gmail.com](mailto:friendsofstoswaldsdurham@gmail.com)

Privacy Notice dated 6th July 2018

Any updates and revisions will be posted on our website at: <http://www.stoswaldsdurham.net/parents/community/friends-of-the-school/>

**Document Control**

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Revision Date | Revised By | Revision |
| 1.0 | 6.7.18 | DWS | New privacy notice - draft |
|  |  |  |  |
|  |  |  |  |

**Signed by**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Signature | Date |
| Chair of the Friends | Jessica Sequera |  | 6/7/18 |
| Treasurer of the Friends | Kirsty Silk |  | 6/7/18 |

**Distribution**

|  |
| --- |
| Shared with |
| * Parents/carers and others via website * Friends via committee meetings and email |

|  |
| --- |
| Date for next review |
| As required (review at least annually) |