

Friends of Norton School GDPR & Privacy Policy



This Policy has been developed in line with the General Data Protection Regulation (GDPR) (EU) 2016/679 and the Information Commissioner's Office guidance.

Our Contact Details:

Name: Friends of Norton School

Address: Norton C of E Primary School
Tewkesbury Road
Norton
Gloucester
GL2 9LJ

Email: friendsofnortonschool@gmail.com

The type of personal information we collect:

Under this policy, Friends of Norton School will

- Only collect information that is needed for a specific purpose
- Keep it secure
- Ensure it is relevant and up to date
- Only hold as much of it as is needed, and only for as long as it is needed.

We currently collect and process the following information:

- i) Name & Contact details of those who have completed a consent form for their contact details to be held by Friends of Norton School.
- ii) Personal identities and contacts through events run

How we get the personal information and why we have it:

The personal information we process is provided to us directly by the person themselves.

The following table details:

- The type of information we collect
- Why we need this information
- How long the information will be kept for
- How the information will be destroyed.

Reference number	What's the activity, and/or which people are involved?	Why do we need this? Give as much detail as needed.	How long will we keep this information for?	How will we destroy the information when it's finished with?
1.	PTA run events	Management of fairs, attendance, prizes, volunteer support etc		
1.1	The names and mobile numbers of our volunteers	So we can actively manage the event	Until the week after the event has finished	Electronic Deleted, Paper Shredded or burned
1.2	Name, address, phone number and banking details of suppliers.	So that we can book them for the event, and pay them for it. So we can book them for future events.	Financial details until 30 days after event ended. Name and contact details for one year, unless Business card was provided, in which case this is saved on file.	Electronic Deleted, Paper Shredded or burned
1.3	Name & contact details on Raffle ticket stubs	So that we can contact the winners from the Raffle and arrange collection of prizes	Until the week after the event has finished. The only exception to this is if we have been unable to contact a Raffle prize winner, at which point we will hand the contact details & prize to the school.	Paper Shredded or burned
1.4	Names of Children or adults participating in events or filling out order forms	So we can announce the winners or distribute products ordered.	Until the week after the event has finished	Paper Shredded or burned
1.5	Names of Children, Parent/Carer, contact details & any necessary medical info (discussed with Staff member) for Juniors being signed in to events such as School Discos or Movie Nights	So we know who is collecting the child at the end of the event; can contact a parent/carer in case of emergency or lack of collection; in the case of a medical incident - provide appropriate interim care & provide pertinent medical info to emergency services if required.	Until the week after the event has finished. Medical information is discussed with a member of staff at the event (Not a FONS member) and will remain confidential.	Paper Shredded or burned
1.6	Photographs taken at School events / performances	To provide pictures for parents/carers.	2 weeks after the order form deadline	Electronic Deleted
2.	FoNS Members	So our PTA has proper governance and runs smoothly		
2.1	Names & mobile numbers on WhatsApp group - voluntary to join	To aid communications within the group and ensure smooth running of Association	Individual able to opt out of WhatsApp group. Annual Check of consent	Electronic Deleted
2.2	Contact details provided on GDPR Consent form	To aid communication for those that have agreed to be directly contacted about FoNS events, meetings, requests for help	Annual Check of consent	Electronic Deleted, Paper Shredded or burned

If any personal information is required outside of the above, express consent will be sought.

We do not share your information with any 3rd Parties. If any circumstance should arise where there is a need to share some personal information with a 3rd party, for example, first names of children when ordering products, we will advise at the time and seek express consent from their Parent(s)/Guardian(s).

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

- i) Your consent. You are able to remove your consent at any time. You can do this by contacting friendsofnortonschool@gmail.com
- ii) We have a legitimate interest

How we store your personal information

Where there is a requirement to store personal information, this will be kept electronically on the Chair's computer and be password protected.

If you have any concerns about our use of your personal information, please contact us using our contact details at the front of this document.

Dated: 14 September 2020