

## **THE FRIENDS OF ST WINIFRED'S PRIVACY NOTICE**

### **What is a privacy notice?**

This privacy notice describes the nature and source of any information the Friends holds about you, how it will be used, who it will be disclosed to, how we keep it secure and confidential and your rights regarding your information.

### **Who is collecting the data?**

The Friends is an association of parents and teachers at St Winifred's which carries out fundraising activities for the school, provides support for school events and organises community events for the school. The Friends is a data controller for the purposes of the legislation.

The Friends can be contacted here:

[Stwinifredsfriendsse12@gmail.com](mailto:Stwinifredsfriendsse12@gmail.com)

### **What data is being held?**

The Friends holds personal data about parents, friends and staff at the school and anyone else associated with the school who has been involved in Friend's events or who has put their name forward to volunteer or support the school through the Friends.

The Friends hold names, email addresses and telephone numbers, and sometimes postal addresses.

### **How your information may be used and who it may be disclosed to**

The legal basis for processing your data is to pursue the legitimate interests of the Friends.

We use your information to contact you in relation to Friends activities, including, but not limited to:

- Friends events
- School events at which the Friends provides support
- School and community projects
- Fundraising

We may disclose your information to third parties where it is reasonably necessary in connection with any of our activities (eg. to our sponsors or suppliers). We may occasionally need to share your information with third parties in other circumstances and will contact you for consent before processing your information in this way.

### **How we look after your information**

The Friends email account is secured by a password that is only available to current members of the Committee.

Personal information is also held in the Friends Dropbox account which is secure by a password that is only available to current member of the Committee.

The passwords are changed when there is a change of Committee so that we can ensure that your personal information is only available to those who have a legitimate need to access it.

We will keep your information on file as long as you have a continued connection with the school. You can ask to be removed from our files at any time and we will usually delete your information within two months. If you would like your information to be removed from our records, please contact us by email or via the school.

### **How to gain access to the information we hold about you**

You have rights under the GDPR 2016 to have access to your information, to have that information rectified, erased or used for restricted purposes.

If you wish to make a formal request in relation your information, please contact the Friends.

You have the right to make a complaint to the Information Commissioner's Office, the UK supervisory authority for data protection issues.