

Friends Association of Bushy (FAB) Privacy Notice

Created July 2018

Date to be reviewed: July 2019

Mission Statement

The Friends Association of Bushy (FAB) is a registered charity with the purpose of organising social and fundraising activities to bring the community together and to raise vital funds for the school and its pupils.

FAB is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information in accordance with the General Data Protection Regulation (GDPR.)

Who collects the information?

FAB is the 'data controller.' This means that we are responsible for deciding how we hold and use personal information about pupils and carers.

Categories of information that we collect, process, hold and share

- Personal information such as carers' names and contact information
- Emergency contact information for children attending events at which their carer is not present
- Relevant medical information when children are attending events without a carer

Collecting this information

You provide personal data to FAB on a voluntary basis.

How we use your personal information

We hold personal data and use it for:

- Organising parent social events
- Enabling children to participate in FAB events
- Requesting volunteers to help school and FAB at events

The Lawful basis on which we use this information

FAB will only use your data when the law allows. FAB only collects and holds your data with your consent.

Sharing data

In the following circumstances, FAB may share your data with other parents at school:

- The coordinator of an event will need data of volunteers that have agreed to help at the event.
- Event coordinators will compile a list of children attending an event at which their carers will not be present.
- Class Reps will be given contact details for parents that have a child in that class.

Storing data

FAB keeps information on computer systems and sometimes on paper. FAB only retains information for as long as necessary in accordance with timeframes imposed by the law. Data stored on computers is password protected.

Requesting access to your personal data

Under data protection legislation, parents have the right to request access to information about them that FAB holds. To make a request for personal information contact the Chair of FAB in writing.

Right to withdraw consent

At any time, you have the right to withdraw your consent for FAB to hold your data. To withdraw your consent, please contact the Chair of FAB in writing via the school office.