

St.Helen's Primary School PTA - Friends Of St Helen's



FOSH



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Friends of St Helen's - Committee - Privacy Notice

Introduction

Friends of St Helen's (FOSH) is the data controller for the purposes of the General Data Protection Regulation act (GDPR). We are committed to ensuring that any personal data we hold about you is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

What personal data do we collect?

We collect personal data about you to manage the volunteer relationship you have with us. Personal details that we collect about you includes:

- your name, current address, telephone number, email address, emergency contact details;
- your bank account details (where applicable, if you are a bank signatory, or to pay expenses)
- your DBS number, issue date and criminal record;
- concerns, complaints (only if applicable).

We collect this information from you when you are elected as a committee member of FOSH and when you complete the relevant paperwork to add yourself as a committee member or a helping hand volunteer, and if appropriate, signatory to our bank account. We may also collect information from copies of documents you provide, during meetings held with you and through other correspondence (if relevant). We may also collect information from third parties, such as criminal record checks from the DBS.

Why we collect this information and the legal basis for handling your data

We use personal data about you in order to fulfil our legal obligations with the Charity Commission, Ofsted and with HMRC.

We also process your personal data in line with our legitimate interest for the following reasons:

- maintain accurate records, including emergency contact details;
- to implement our policies and procedures and keep appropriate records;
- to ensure effective planning, management and forecasting regarding the committee.

We also process certain categories of data to comply with legal obligations. This includes:

- Information relating to criminal records.

With your consent we may wish to take photographs of you to promote the committee. If this is the case we will ask for your verbal consent. You will also have the right to withdraw your consent at any time.

Who we share your data with

In order for us to meet our legal obligations we will also share your data as required with the following categories of recipients:

- banking services to pay expenses (where applicable), or to add you as a banking signatory;
- our insurance underwriter, if you have an accident at work;
- with parents, other committee members and services, (such as ParentPay, where applicable) so that they have an understanding of your role in FOSH.
- with St Helen's School to comply with their Safeguarding policies.
- with other schools in the federation if and when required.

We will also share your data if:

- we are legally required to do so, for example, by law, by a court or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with us;
- to protect a child or children, for example by sharing information with the Local Authority Designated Officer, social care or the police;
- it is necessary to protect our/or others rights, property or safety;
- with our legal advisor where it is necessary and
- there are changes to the management committee, in which case we may disclose your personal data to the new management committee members so they may continue the service in the same way.

We will never share your data with any other organisation to use for their own purposes.

How do we protect your data?

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

Ensuring that only the people that need to have access to your data have access to it. We store all paper files in a locked filing cabinet at St Helen's School. All electronic data is held on encrypted USB drives. All our computer systems are encrypted and have up to date security software.

How long do we retain your data?

We retain your personal data in accordance with the legal requirements of the Charities Commission.

Automated decision-making

We do not make any decisions about you based solely on automated decision-making.

Your rights with respect to your data

You have the right to:

- request access, amend or correct your personal data;
- request that we delete or stop processing your personal data, for example where the data is no longer necessary for the purposes of processing;
- request that we transfer your personal data to another person.

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/

Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate.