

Privacy Notice

Friends of Sound School (FoSS) are a Parent, Teacher and Friends association and registered charity (charity number 1178474-0) whose aims are to advance the education of pupils in Sound and District Primary school in particular by:

Developing effective relationships between the staff, parents and others associated with the school

Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils

Sound and District Primary school (a local authority maintained primary school in Nantwich, Cheshire).

This privacy notice explains how we use any personal information we collect.

Why do we collect and use your information?

We FoSS collect and process information as part of our charitable function, to fulfil our aims and for the management of the association. In some circumstances we will collect and use information for vital interest of protecting life.

We use the data we have collected:

- to inform you electronically of upcoming events
- to provide information such as in newsletters
- to tell you about and allow entry to competitions, raffles lotteries and draws
- to tell you about PTA successes
- to ask for donations (such as for events or for resources for the school)
- to ask support and help at events
- to allow the safe running of an event
- to protect your wellbeing
- to assess the quality of our services
- to comply with the law regarding data sharing
- to provide information to third parties to allow them to provide services to the association
- administer the association
- Compile a list of attendees and year group for school fundraising events
- Compile a list of emergency contact numbers for parents
- Contact winners of raffle and bidding board prizes
- If you have kindly donated to FoSS in the past we will send you infrequent letter, email or telephone you seeking further donations or to trade goods at one of our events

The categories of information that we collect, hold and share include:

- Personal information (such as name, telephone number, email address and address)
- Parent or carer information (such as name, address and relationship in respect of a pupil)
- Photographic images and video recordings
- Attendance information (such as events attended)
- Relevant medical information (such as dietary or allergen information)
- Safeguarding Information

Collecting your information

We collect your personal information in the following ways:

When you give it to us directly

You may provide us with your personal information directly in the following ways:

- Joining FoSS as a member - all parents and carers are automatically members of the PTA when their child joins Sound and District Primary school. We will ask the school to ask you to opt in to receiving marketing messages from the PTA as part of the school communication processes (text message and parent mail for example).
- In person, by email, phone, through the post or at an event
- Contacting us through the school or PTA website
- Contacting us through social media
- Making a booking for an event
- Entering a FoSS competition
- Signing up as a volunteer

When you give it to us indirectly

When you engage with our social media accounts we may also obtain your personal information, such as through Facebook depending on your settings or the privacy notices of these platforms and messaging services. You can change your settings by referring to their privacy notices for details on how to do this.

We are provided information about you from Sound and District Primary school with whom we have a data sharing agreement. This information is used to protect the individual, in such circumstances as a school evacuation.

Whilst some of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. We will inform you whether you are required to provide certain information to us or if you have a choice in this.

Retention of data

We will retain all data for as long as you remain a member of the association plus 2 years. Or in the case of a non member for as long as it is needed for the maintenance of the relationship we have with you plus 2 years.

We will also ask you if we can keep certain information beyond this time and into perpetuity. This is for example, so we can keep a record of your name as a donor or a winner.

In some circumstances we will have to hold your information in accordance with statutory requirements. For example, HMRC requires that we keep a record of all financial interactions and your name and address for seven years from the date of your last transaction.

If you have indicated that you do not wish to hear from us in the future, we will keep the minimum information necessary to ensure we avoid contacting you any further.

How will my information be stored?

Information will be stored both electronically and on paper.

Personal data you provide to us is stored securely on cloud-based servers which are GDPR compliant and can be shared with PTA members who are given appropriate authority to process data in order to organise events and fundraising activities.

We have robust internal procedures for storing, protecting and deleting any paperwork that contains personal information.

We make it a priority to ensure that we have the right level of controls, interventions and processes in place to ensure we keep your personal information safe.

Who do we share your information with?

Friends of Sound school will not share your information for marketing purposes

We do routinely share information with:

- Sound and District Primary school

We have in place a sharing agreement to ensure that the third party will not use the information we provide to them for anything other than those purposes we have already agreed with you or where the law allows additional use

We also share your information with other third party companies on occasion to allow them to provide services to the association. In each case the contract we have with them prevents them using the information we share with them for anything other than the purpose of the contract. For example if we book venue tickets we may need to provide your details to the venue

Where this is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Your Family and Representatives
- Police Forces, Courts, Tribunals
- Professional Bodies

At times we may share links to other websites and use social media platforms such as Facebook. We are not responsible for these sites – refer to their own privacy policies to learn more.

Will this information be used to take automated decisions?

FoSS do not use your information to take automated decisions.

Will data be transferred abroad and why?

Where we share data with an organisation that is based or stores data outside the European Economic Area, we will insist on their assurance that they follow the UK data protections laws.

Requesting access to you information

You have the right to request a copy of the information we hold. This is called a subject access request and can be made in writing or verbally. FoSS will respond within one calendar month. FoSS will make no charge for such requests as long as these requests are not manifestly unfounded or excessive.

To make a request for the information contact the Chair of FoSS at the school

Dr Anthony Shuker
Friends of Sound School
Sound and District Primary School
Whitchurch Road
Sound
Nantwich
CW5 8AE

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

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