



Friends Association of Bramley Sunnyside Schools  
% Bramley Sunnyside Junior School  
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# Privacy Notice for Parents/Carers and Pupils

Approved by:	Date: 24.05.18
Last reviewed on: 24.05.18	Next review by: 24.05.19

## **Who Are We**

The Friends Association of Bramley Sunnyside Schools (FABSS) was established in 2007 and as a charity our main objective is to generate funds to enhance the education of our children. In order to do this we collect information that is considered personal. The way in which FABSS processes this type of information must comply with the requirements of the Data Protection Act (1998) (DPA) where it constitutes personal data and from 25 May 2018, the General Data Protection Regulations (GDPR).

The purpose of this privacy notice is to explain how your personal information is processed and provided information about the rights you have under the data protection legislation. Details are provided about what information we collect, how we use that information and what happens to your information when it is no longer required.

## **Personal data collect and hold**

The personal data that we may collect, use and store includes (but is not restricted to):

- Contact details, contact preferences
- Children's names
- Photographs

## **Why we collect data and what we use it for**

We use this data to:

- Contact you when we need to about how we raise money, upcoming events, money raised, bookings for events
- Complete booking forms
- Send or email tickets/booking confirmations for events

## **How we store data, how long it is kept for and how it is destroyed**

The electronic data we store is kept on a cloud based system which is password protected and paper records are kept in a locked filing cabinet.

Parent/carer contact details are kept until your child leaves school.

Personal information captured on event booking form is kept until one month after the event.

Electronic data is deleted from the cloud based system and paper records are shredded.

## **Data sharing**

We do not share any personal information with third parties.

## **Parents and pupils' rights regarding personal data**

Individuals have a right to make a 'subject access request' to gain access to personal information that FABSS hold about them.

If you make a subject access request and we hold information about you we will:

- Give you a description of it
- Tell you why we are holding it and processing it, and how long we will keep it for
- Explain where we got it from
- Give you a copy of the information in an intelligible form

## **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection and use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact Elsa Stancliffe (at the above address)

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in the privacy notice, please contact Elsa Stancliffe (at the above address).