



Friends of Longworth School (FLS) - Privacy Policy

Version 1.0 April 2018

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The Friends of Longworth School is the data controller. This means it decides how your personal data is processed and for what purposes. The Friends of Longworth School is a registered charity with the Charity Commission in England and Wales with registration number 1108995.

The Friends of Longworth School is required to process relevant personal data regarding volunteers, parents, and pupils, as part of its operation and shall take all reasonable steps to do so in accordance with this Policy.

2. How do we process your personal data?

The Friends of Longworth School recognises The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) adopted 27 April 2016, and the application date of 25 May 2018 and is actively working towards compliance with that directive.

The Friends of Longworth School complies with its obligations under the GDPR by keeping personal data up-to-date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

The principles of the Data Protection Act shall be applied to all data processed:

- Ensure that data is fairly and lawfully processed;
- Process data only for limited purposes;
- Ensure that all data processed is adequate, relevant and not excessive;
- Ensure that data processed is accurate;
- Not keep data longer than is necessary;
- Process the data in accordance with the data subject's rights;
- Ensure that data is secure;
- Ensure that data is not transferred to other countries without adequate Protection.

3. We use your personal data for the following purposes: -

- To enable us to provide a voluntary service in support of Longworth Undenominational School for the purpose of raising funds for the School and the pupils;



- To fundraise, promote the interests of the charity and recruit new members;
- To manage our volunteers, particularly in respect to fundraising activities;
- To maintain our own accounts and records;
- To inform you of news, events, activities and services, and to survey your views on matters relevant to our charitable objectives.

4. What is the legal basis for processing your personal data?

- Consent of the data subject through signing up to receive Parentmail via Longworth Undenominational School so that we can keep you informed about news, events, activities and services, purchases of tickets for events and keep you informed about events, training and other matters relevant to the activities of the Friends of Longworth School.
- Consent of the data subject as part of the Friends of Longworth School Facebook group so that we can keep you informed about news, events, activities and services, purchases of tickets for events and keep you informed about events, training and other matters relevant to the activities of the Friends of Longworth School.
- Where personal data is collected relating to attendance at a Friends of Longworth School event, unless specific consent is given, that data will only be used in communications around the administration, running and follow-up for that event under legitimate interest.
- Where personal data is collected relating to any other short-term activity, only data that is needed will be collected, and the other considerations made clear elsewhere in this policy will apply.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and we will only share your data with third parties outside of Friends of Longworth School and Longworth Undenominational School with your explicit consent. The intention to share data relating to individuals to an organisation outside of our school shall be clearly defined within notifications relating to that activity and details of the basis for sharing given.

6. How long do we keep your personal data?

We keep data in accordance with the GDPR, and our Committee has decided that in relation to annual events such as a Summer Fete or Christmas Bazaar the appropriate duration for data retention should be three years. Such personal data is logged in our database, and we will ensure that personal data is not retained indefinitely without the relevant consent or another relevant legal basis for processing. All other personal data relating to one-off or infrequent events of activities will be deleted after the event or activity has taken place. Security of data shall be achieved through the implementation of proportionate physical and technical measures

7. Your rights and your personal data



Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which Friends of Longworth School holds about you;
- The right to request that Friends of Longworth School corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Friends of Longworth School to retain such data;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability).
- The right to lodge a complaint with the Information Commissioner's Office.

Any data subject wishing to access their personal data should put their request in writing to the Friends of Longworth School. The FLS will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event, within 1 calendar month.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will publish a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Chair at Friends of Longworth School at the registered address or at FLS.Longworth@gmail.com.

You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF