

FRESCO Privacy Notice – GDPR

Privacy Notice for Friends of Colerne School (FRESCO), Colerne Church of England PTA

Our Details

Data Controller: Friends of Colerne School (FRESCO) charity number: 1032473

Our registered address: Colerne Church of England Primary School, Quarry Lane, Colerne, Chippenham, SN14 8DU

Email: secretary@colerneschoolfresco.com

This privacy notice explains how we collect, store and use personal data.

What personal data does FRESCO collect?

FRESCO may collect personal data that you have chosen to share directly with us. Personal data is information that identifies you as an individual and can include:

- Your name
- Your contact information – telephone/email
- Family details
- Your child's name and class
- Information about attendance at events including ticket purchases
- Financial information such as bank details where required to make payment for an event or service
- Images or video recordings taken at events (providing they adhere to Colerne Church of England Primary School Photographic Consent)

We won't collect any more information than we need, and we will destroy it once its purpose has been served. We make sure we have up-to-date information at the start of every year.

Why does FRESCO collect personal data?

We collect the personal data described above in order to:

- Ensure the effective running of the committee
- Communicate the details of upcoming FRESCO meetings, events, activities and information about FRESCO to you
- Communicate with specific groups of volunteers who opt in to help FRESCO with specific activities
- Communicate and engage with you in group messages (on either WhatsApp or email) set up for the purpose of facilitating PTA events and/or activities
- Corresponding with you in response to an enquiry you have made to us
- Share opportunities with you (or your business) to sponsor or provide a service for a PTA organised event, activity or product
- Notify you of any raffle, competition, promotion or survey
- Process and administer your order for any product supplied or arranged by us, including management of any payments to or from us
- Manage our relationship with you, which will include notifying you of the AGM, meetings, changes to our policies

We only collect personal data that we need for a specific purpose, mainly in order to communicate with parents and guardians. We do not collect data 'in case' we might need it. We only hold data for the time that it is required and regularly check that it is still required. We will make it clear why we are collecting someone's data, what we are asking them to consent to and how they can withdraw their consent.

Information that is essential to protect the vital interests of the person, for example regarding a life-threatening allergy or medical condition, may be required by the PTA for the purpose of running an event. We will ask for consent to hold this data.

On what basis do we collect and use personal data?

We collect and use personal data on the basis of:

- Consent – where the parent/guardian has given specific permission (e.g. to be on relevant distribution lists)
- Legitimate Interest – this includes our interests in managing our relationship with you and running FRESCO; the provision of and administering of events, activities and products of FRESCO (incl. prize winners); to grow and develop FRESCO and the services it provides and to ensure compliance with any applicable policies, practices or procedures
- Legal Obligation – as a registered charity FRESCO has a legal obligation to send its committee members' details to the Charity Commission; financial transactions may be kept for tax law reasons
- We may also process data to perform a contractual obligation with you as a FRESCO supplier or sponsor

Our 'Information Register', highlighting the reasons we collect specific data, can be found at the end of this notice.

Do we share your data?

Personal data will be shared between FRESCO committee members where required for the purpose of running an event or activity such as staffing rotas, an event attendance list, or a planning meeting, where you have expressed interest in being involved. We may also share information with Colerne Church of England Primary School where there is a legitimate interest in doing so.

For FRESCO products, such as the Christmas cards, we will share with these organisations the minimum information required in line with our contractual obligations.

We do not otherwise share or sell your personal data to any other organisation.

How do we manage and store your data?

We will ensure all data that you give us is kept securely and restricted to those with a 'need to know'. We are committed to protecting information about you and your children.

Where committee members have access to personal data such as email addresses or telephone numbers, they may store these on a personal device for as long as is necessary for a legitimate purpose before securely deleting the data.

What are your rights?

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
- You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

How can you access your data?

If you want to find out what data we hold about you or your child please contact the Secretary at secretary@colerneschoolfresco.com. We are happy to share it with you at any time and you can also ask us to delete your data from our records at this time. We will respond to any such written requests as soon as is reasonably possible and in any event within statutory time-limits, which is one month in the case for requests for access to information.

More Information

Please contact us at secretary@colerneschoolfresco.com if you have any questions about this Notice or the information we hold about you.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

FRESCO Information Register

| Type of information | Purpose of Processing | Lawful Basis for Processing | Legitimate Interest Assessment | Retention | Access Required By | Where is it Stored |
|---|---|------------------------------------|---------------------------------------|--|---|--|
| Committee members contact details | To ensure effective running of the committee | Consent & Legal | Yes | Reviewed each AGM | Secretary for purpose of arranging meetings. Chair to submit to Charity Commission. | Chair's secured personal computer. |
| List of parent volunteers – name, email, telephone number | To communicate with a specific group of volunteers who opt in to help FRESCO with events and activities | Consent | Yes | Volunteers opt in to be on the contact list. Volunteers can opt out at any time by replying to any emails received or by emailing the Secretary on secretary@colerneschoolfresco.com . Once notified the Secretary deletes the volunteers' details. | Secretary | Secretary's secured personal computer |
| Contact details on competition forms | To contact winners regarding prizes | Legitimate Interest | Yes | Destroyed once the event is complete and winners have been notified | Nominated lead | Paper copies held by lead |
| Contact details on sponsorship forms | For participants to record who to collect sponsorship from | | | Destroyed once the event is complete and funds have been collected | Treasurer | Stored securely at Treasurers home. |
| Contact details on 100 Club form | To contact winners | Legitimate Interest | Yes | Destroyed at the end of the persons involvement with the scheme. | Nominated Lead | Stored securely at Nominated Lead's home home. |
| Stall holders and raffle prize donators | To contact regarding upcoming events | Legitimate Interest | Yes | Stall holders and raffle prize donators opt in to be on the | Publicity Officer | Stored securely at Publicity |

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| | | | | contact list. Stall holders and raffle prize donators can opt out at any time by replying to any emails received or by emailing the Publicity Officer at events@colerneschoolfresco.com . | | Officer's home. |
| Parent/ Guardian contact details – Name, email, telephone number | To contact via the school text & email system to notify of upcoming events/news | Consent | Yes | Parent/ Guardians opt in to be on the contact list. Parent/ Guardians can opt out at any time by replying to any emails or text received or by emailing the Secretary on secretary@colerneschoolfresco.com Once notified the Secretary deletes the parent/ guardian's details. | Secretary | Paper copies stored with child's information in school. Email and text addresses stored on School email/text system. |