



May 2018

# FRIENDS OF THURNHAM INFANT SCHOOL PRIVACY STATEMENT.

## **OUR USE OF YOUR DATA**

We will typically use yours or your child's data for one of the following reasons.

- To process a project that your child is participating in.
- If you have volunteered to help at an event.
- For issuing tickets for an event.

If you are one of our regular helpers (including trustees and class representatives in accordance to the charity commission) or businesses we will ask you for permission to store your contact details on our 'Information Register'.

Information will only be obtained directly from yourself either from a booking form or by adding yourself to a volunteers list.

All information related to a particular event or project will be destroyed within a month of the end date, the exception being gift aid multiple donations forms.

## **GIFT AID**

In accordance to HMRC guidelines gift aid donation forms must be kept for 6 years after the end of the financial year of the final donation. These will be used for the sole purpose of claiming gift aid and will be kept in a secure location and destroyed after the said duration.

## **MARKETING**

From time to time you will receive emails containing newsletters and details about our charity events. These will be sent out via the Thurnham Infant School Database, Friends of Thurnham hold no details.

Should you wish to no longer receive emails about Friends of Thurnham, please inform the school office.

Communication sent out via book bags is not upheld by GDPR and we will continue to use this form of communication to keep you informed of the Charity's activities. This will include newsletters, event advertising, booking forms etc.

Should you sign up to any of our FaceBook pages you consent to receiving public details of events and activities we organise and on occasion, advertising from our supporters and sponsors. Under Facebook Terms and Conditions you are also agreeing that we can contact you if necessary via this group. You can choose to leave any of the Facebook Groups at anytime by selecting 'leave group' and you will no longer receive notifications from us. Therefore we do not hold any contact details on file unless you have consented in a separate communication.

We will also use 'legitimate interest' to communicate with our members on any matters arising that aren't considered marketing. For example AGM details, updates in financial performance and information on new committee members.

## **SHARING**

We may share your or your child's data with third parties including third party service providers. For example, this would include a printing company to enable them to print your child's name onto an item such as a Christmas Card or Leavers Frame.

Occasionally FOT may share your data or your child's name and class with a non committee member who is coordinating a specific project on behalf of us. This will always be a responsible person and the parents of those involved will be made aware of who the project coordinator is.

You will have the opportunity to decline consent of information sharing at this stage.

## **SECURITY**

We respect the security of yours and your child's data and treat it in accordance to the law.

If at any time you would like to amend your data and action a 'subject access request' or to exercise your 'right to be forgotten' then please make contact by email to [friendsofthurnham@hotmail.co.uk](mailto:friendsofthurnham@hotmail.co.uk)

Should you have any further questions please contact a trustee of FOT via the contact details above.