



General

The privacy and security of your personal information is extremely important to the Friends of Woolton Hill School (FWHS). This privacy policy explains how and why we will use your personal data to make sure you stay informed and can be confident about giving us information.

We will keep this information updated to show you how we will use your personal data. This policy applies if you are a visitor to this site, supplier of services to the FWHS, teacher, member of staff, committee member, governor, parent, guardian, carer of a child at the Schools of Woolton Hill or if you contact us.

In certain circumstances we may also provide an extra privacy notice, which will always refer to this document.

We will not use your data for any other purposes without getting consent to do so, or pass it on to any third parties or sell it.

Who are 'we'?

In this policy, whenever you see the words 'we', 'us', 'our', 'the Committee', 'the PTA' or 'FWHS', it refers to the Friends of the Woolton Hill Schools (registered charity: 1091910). The aim of the charity is to raise funds to support the school Federation known as the Schools of Woolton Hill.

If you have any questions in relation to this privacy policy or how we use your personal data please email friendsofwhjs@gmail.com or write to The Chair, FWHS, Woolton Hill Junior School, Newbury, RG20 9XE.

What personal data do we collect?

The personal data (any information which identifies you, or which can be identified as relating to you or your child personally, for example name, address, phone number, email address, pictures/photos, dietary requirements, etc.) of parents, guardians, carers, governors, teachers, member of staff, committee member, supplier of services to the FWHS or other associated to us will be collected and used by us. We will only collect personal data that we need and will destroy it securely when we no longer need it.

We collect personal data in connection with specific activities such as fundraising events and activities, volunteering, donations or to get your feedback.

How do we comply with GDPR?

The Committee of FWHS 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.

We use your personal data for the following purposes:

- To ensure yours and your children's safety at our activities
- To fundraise and promote the interests of the charity
- To manage volunteers
- To maintain our own financial accounts and other legal records

Personal data provided by you

You can give us your personal data by corresponding with us, for example by letter, email, phone or in person. This includes information you give when interacting with us, for example offering to support an event or registering for tickets at an event. For example:

- **Personal details** – name, email, telephone number, picture/photo, dietary requirements
- **Financial information** – payment information such as cheques and credit/debit cards
- **Your opinions and attitudes** - about our fundraising activities.

We may also automatically collect the following information:

- Information about events you/your child have attended.
- Information about your support for or donations to FWHJS.

How long do we keep your personal data?

We keep your data to enable us to communicate about our activities. We will request and keep it separately for each activity you are participating in and for no more than 2 weeks following that activity in order to allow us to close any outstanding communications with you. It will then be erased or anonymised.

In addition, some legal data (financial data, Charity Commission information and minutes of Committee Meetings) is kept for six years plus the current tax year, in line with current legal and financial practices.

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:

- To request a copy of your personal data held by us
- To request that the Committee corrects any personal data if it is found to be inaccurate or out of date
- To request your personal data is erased where it is no longer necessary for the Committee to retain such data
- To withdraw your consent to the processing at any time
- Where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- To object to the processing of personal data
- To lodge a complaint with the Information Commissioner's Office.

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