

Friends of Eastling School Privacy Notice

Introduction

Friends of Eastling School (FOES/we) is a charitable unincorporated association (registered charity number 1056183) and this privacy notice is designed to help you understand how we use personal data we may collect from people ('you'). Please note that if you are accessing this privacy notice on the FOES webpage on the Eastling Primary School (the 'School') website this privacy notice does not apply to the School's, please check the School's Privacy Notice for how the School use personal data. FOES does not have its own website.

FOES is the controller responsible for your personal data where FOES collects personal data.

When do we collect personal data

We collect and process your personal data or your child's person data when you provide information requested on any forms, provide it via email when making enquiries, enter a competition, make purchases or give donations (including via card reader), request more information about or activities, volunteer at our events, or are a supplier or organisation we work with or when you interact with us on social media.

What personal data do we collect

We may collect, use, store and transfer different kinds of personal data about you and your child. The personal data may include, name, age, address, email address, telephone number, business contact information, financial information, photographs, videos and any other information you provide to us on forms, via email or otherwise send to us. We may also collect some sensitive/special category personal data, such as health information.

How do we use your personal data

We will only use your personal when the law allows us to do so. Most commonly we will use your or child's person data for the following purposes:

- To help you with your enquiry or request (performance of a contract, lawful interest)
- To comply with a legal or regulatory obligation (lawful interest)
- To enable us to provide you or your child with an activity or service we provide (performance of a contract)
- To process feedback and improve our activities (legitimate interests)
- To promote and publicise our activities and work (legitimate interests)
- To ensure yours and particularly your child's welfare and safety during our events (explicit consent)

Sharing your personal data

We may have to share your or your child's personal data with parties set out below for the purposes above:

If you decide to make card payments, some information will be disclosed to our service provider for validation/payment purposes. We currently use SumUp for any online/card reader payments.

Law enforcement or other government/regulatory agencies; we may be required by law to disclose certain information to the police or another relevant authority in circumstances e.g. to protect someone life.

With organisations that we collaborate with to run events or undertake activities; for example, we have a close relationship with the School when running events for the children who attend the School.

We may use third party providers to deliver services such as externally hosted software or cloud providers and those providers may involve transfers of personal data outside the UK.

How long we hold your personal data

We will retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements. For example, we are required to keep transaction/financial information for up to six years after the transaction.

Your rights

You have rights relating to your personal data 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 right to object to the processing of your personal information in certain circumstances.

Your right to withdraw consent – You have the right to withdraw consent where we are relying on consent. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products/services/activities to you. We will advise you if this is the case at the time you withdraw your consent.

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.

Please contact us at friendsofeastlingschool@gmail.com if you wish to make a request or ever have any questions.

You can complain to the Information Commissioner's Office (www.ico.org.uk)

Dated 15 November 2023