



Friends of Roundwood Primary School Data Protection Policy and Privacy Notice (How we use parent and pupil information)

The categories of parent and pupil information that we collect, hold, use and share may include:

- Personal information (such as name, address, email address and telephone number)
- Children's ages and classes at Roundwood Primary School
- Occasionally, relevant medical information or special educational needs information (for example, for pupils attending an event which includes a snack, we would collect information on food allergies)

Why we collect, hold, use and share this information:

- to raise funds for the Friends of Roundwood Primary School, including promoting, organising and administering events and campaigns (for example, to seek donations or to assign roles to volunteers for the Christmas and Summer Fairs)
- to communicate relevant information to supporters of the Friends of Roundwood Primary School (for example, to circulate a newsletter about upcoming and recent events organised by the Friends committee, or how funds raised are to be spent).
- Communications for these purposes may be electronic, e.g. by email, if you have given your consent to this.

The lawful basis on which we use this information

Generally, the lawful basis on which we collect and use parent and pupil information is that it is in the legitimate interests of the Friends of Roundwood Primary School to do so.

When fundraising and promoting events and campaigns, we use email communication only where we have your consent to do so.

Storing personal information

Whilst we hold personal information we will take reasonable steps to maintain its security. We will delete personal information which was collected for the purposes of a specific event within a reasonable period after the event has occurred (for example, lists of children

attending a Quiz Night will be deleted after the Quiz Night, as soon as it is practicable to do so). We will routinely delete any personal information of a pupil at Roundwood Primary School within a reasonable period after he or she has left the School and will also delete any personal information of his or her parents, carers etc (unless they have other children continuing at Roundwood Primary School).

Who we share information with

We may share information with Roundwood Primary School for the purposes set out above. Where we do so, this is governed by an Information Sharing Agreement between the School and the Friends.

- Occasionally, information may be shared with third party suppliers for the purposes of running an event or otherwise to raise funds for the Friends of Roundwood Primary School. Where practicable we will seek your consent before sharing your information with a third party (other than the School).

Requesting access to your personal data / Your rights

Under data protection legislation, you have the right to request access to information that we hold about you and your child. To make a request for your personal information, or to exercise any of your other rights outlined below, contact any Friends Committee member, through the Friends postbox at the School Office, or by emailing admin@roundwoodprimary.org.uk for the attention of the Friends.

You also have the right to:

- object to processing of personal information
- prevent processing for the purpose of direct marketing, or withdraw any consent that you have given for this purpose
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal information rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal information, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact any Friends Committee member, through the Friends postbox at the School Office, or by emailing admin@roundwoodprimary.org.uk for the attention of the Friends.