

# Friends of Roundwood Primary School

## Privacy Notice

(How we use parent and pupil information)

Last updated 20 July 2023

### Who we are

We are Friends of Roundwood Primary School (**Friends**), a charitable trust which helps to raise money for Roundwood Primary School through events, activities and fundraising campaigns throughout the school year.

Address: Roundwood Primary School, Roundwood Park, Harpenden AL5 3AD

E-mail: [friends@roundwoodprimary.herts.sch.uk](mailto:friends@roundwoodprimary.herts.sch.uk)

### The categories of parent and pupil information that we collect, hold, use and share

In order to put on events, organise activities and fundraise, we sometimes need to use parents'/carers' and pupils' personal information. The information we use is as follows:

- Contact information (such as name, address, email address and telephone number)
- Financial information such as bank details and amounts donated when you make donations to Friends or the Parent Fund
- Your availability for volunteering
- Details of your employer where you support Friends via match funding
- Your relationship with any children at Roundwood Primary School
- Children's names and classes at Roundwood Primary School
- Occasionally, relevant medical information, safeguarding information and special educational needs information for children participating in Friends run events/activities.

### Who we collect this information from

We collect the information primarily from you, but we do sometimes receive information from third parties, such as when you sign up to volunteer through a volunteering website, when you interact with our Classlist, facebook and instagram accounts and when you donate money via third party entities (e.g. CAF).

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

We use your information in the following ways:

- We use contact details and your availability for volunteering (and details of your employer where you support Friends via match funding) to promote, organise and administer events and fundraising (for example, to seek donations or to assign roles to volunteers for the Christmas and Summer Fairs) and to communicate relevant information to supporters of the Friends (for example, to circulate emails about upcoming and recent events organised by the Friends or how funds raised are to be spent).
- We use your contact details (and the contact details of any adult who picks up a child from an event if different) and your child's name, class, medical information, safeguarding information and special educational needs information to prepare for and run events and fundraisers involving pupils in a safe and efficient manner, for example to ensure at events where snacks are provided, that allergy information is taken into account when providing these.
- We use your name and relationship to any children at the school to administer Classlist, Facebook and Instagram accounts (where you have signed up to the platforms). In relation to Classlist, if you have entered your address/email address/family connections or other personal information onto the Classlist platform, administrators of the platform at Friends can access this information, but it is our policy not to do so and we will not use this information.
- We use your name, address and total amount of donations received from you in our Gift Aid claim to HMRC if we hold your Gift Aid form. We also use donations information in our financial reporting workings, however only a Treasurer and Deputy Treasurer have access to details of Parent Fund donations.
- Financial details are collected when you make donations to Friends and used only in relation to administering donations.

## **Letting your child know about how their personal data is used**

We would ask that you share the information about how Friends uses your child's personal data with them. The appropriate way to do this may differ depending on the age of your child, but we would ask that you let them know that we use their personal data so that they can attend events like discos and so that Friends can keep them safe at these events and to manage donations made by parents/carers to the school.

## **The lawful basis on which we use this information**

We only use your personal data when we have a good reason to do so.

The lawful basis on which we collect and use the majority of parent and pupil information is that it is in the legitimate interests of the Friends of Roundwood Primary School to do so. We also use personal information in compliance with legal obligations and for vital interests if necessary.

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

## Storing personal information

Whilst we hold your personal data we will take steps to maintain its security.

We will delete personal information which was collected for the purposes of a specific event or activity within one week after the event has occurred/activity has been completed (for example, lists of children attending a Disco will be deleted one week after the Disco). With the exception of information we are required to keep in compliance with our legal obligations (e.g. Gift Aid and accounting records, which we keep for 6 years) we will routinely delete any personal information of a pupil at Roundwood Primary School within 3 months 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).

## Your data protection 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 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.

Please contact us at [friends@roundwoodprimary.herts.sch.uk](mailto:friends@roundwoodprimary.herts.sch.uk) if you wish to make a request.

## Who we share information with

We may share information with Roundwood Primary School for the purposes set out above.

Information may be shared with third party suppliers for the purposes of running Friends, including to providers of services such as file management, accounting, volunteer management and to providers who are assisting us with an event or activity.

We also share information with HMRC in relation to Gift Aid.

## International transfers

We sometimes use service providers which send information to countries outside of the UK.

We may transfer your personal data to countries that have been granted an adequacy decision by the UK Secretary of State confirming that the country in question provides an adequate level of protection for personal data; or we may use specific contracts approved by the European Commission and/or the UK (as applicable) which ensure that personal data is adequately protected.

## Contact

If you would like to discuss anything in this privacy notice, or you have a concern about how your data is being used please contact any Friends Committee member, through the Friends postbox at the School Office, or by emailing [friends@roundwoodprimary.herts.sch.uk](mailto:friends@roundwoodprimary.herts.sch.uk).

We would appreciate the opportunity to discuss any concerns with you in the first instance, but 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>