



Friends of Sandon School

GDPR Policy

May 2018

What is GDPR?

The **General Data Protection Regulation (GDPR)** (EU) 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union and replaces the Data Protection Act 1998. It comes into effect on 25th May 2018. Please visit www.ico.org.uk for more detailed information.

Why does FOSS need a GDPR policy?

The FOSS GDPR Policy explains that FOSS will

- Only collect information that is needed for a specific purpose
- Only use the information for the agreed purpose
- Keep it secure
- Ensure it is relevant and up to date
- Only hold as much as is needed, and only for as long as it is needed

What longer term information will FOSS request and why?

FOSS may request, for communication purposes only

- A parent/guardian name and email address, to send communications

- Child(ren)'s name and class(es), to send any class specific communication to the right parents
- Consent to send
 - Digital Marketing – promotion of any and all FOSS events, including school discos, village markets, family camping, non-uniform days, Christmas market and any other events or fundraising initiatives
 - Receiving 3rd Party information – such as competitions from businesses or leaflets advertising a company who have offered a prize in return for circulation their information
 - Sending information to 3rd parties – this is only for the Christmas Cards designed by the children that are sent to the printers before they are sent home.
- This information will be destroyed at the end of the academic year.

What short term information will FOSS request throughout the year and why?

Depending on the event being held FOSS may request any or all of the following personal information:

- Parent/guardian name and contact details – to allow FOSS to coordinate volunteer efforts, communicate any changes or cancellations, notify winners following a competition.
- Child's name and class – to confirm entry to event/activity, for Health & Safety Regulations to confirm attendance.
- Allergy, dietary or medical information.

This information will only be kept until the day after the event. In case of an event being cancelled and rescheduled it may be necessary to hold the details for longer.

What short term information will FOSS be required to send to a 3rd party and why?

FOSS may offer fundraising initiatives from a 3rd party that allow items to be ordered or places to be booked in return for FOSS receiving a donation. In these circumstances parents will be required to complete an order or booking form, giving permission for FOSS to pass their information to the 3rd party.

The information required may consist of any or all of the following:

- Parent/guardian name, contact details and signature – to confirm the order and allow for contact with any queries.
- Child's name, class and school – for any items/tickets to be passed on correctly.
- Address – for any items requiring postal delivery.
- Allergy, dietary or medical information – for Health & Safety regulations

This information will be kept for no more than two weeks after the items have been issued, to allow for any matters that may need following up. The exact date and details will be provided in an information letter.

How is the information stored?

All paper forms will be kept in either a lockable filing cabinet or a lockable file box.

Digital information will be kept in password protected files on Google Drive.

Who has access to the information?

Only FOSS Committee officers (Chair, Vice Chair, Treasurer and Secretary) are authorised to access the information. It may be necessary to pass some information on to other FOSS members who are organising an event.

How will the information be disposed of?

Once it is no longer necessary to keep the information, paper copies will be destroyed, and electronic files will be permanently deleted.

Why can't FOSS ask the school for some of this information?

FOSS is a separate body, governed by rules set out in our constitution and by the legal body, The Charity Commission. Sandon JMI School cannot share any personal information with FOSS without obtaining permission beforehand. Similarly, information held by FOSS cannot be shared with Sandon JMI School.

What will not change?

FOSS will continue to post information about upcoming events and fundraising opportunities on our facebook page (FOSS – Friends of Sandon School), in the Facebook group (Sandon School Friends), via Parentmail, on the FOSS noticeboard in the playground and in book bags. FOSS will never share personal or identifiable information through these channels.

What are my rights and access?

You have the right to request your removal at any time without giving a reason.

At any point you can ask to withdraw, request access to the information we currently hold, amend or rectify that information and request that we no longer contact you or retain your information, without cost to you.

What if I have any questions?

If you have any questions regarding the FOSS GDPR Policy you can get in touch by emailing us at:

foss.sandon@gmail.com