

# Privacy Notice (For FOSRS)

## The categories of information that we collect, process, hold and share include:

- personal information (email)
- If you have agreed to pay gift aid, we also hold your name and address.
- Donations you have paid to us (if we can claim gift aid) and cheques we have paid to you.

## Why we collect and use this information

We use donor's information to

- Inform you of events or ways in which you can donate funds or help us raise funds.
- Claim gift aid from you if you have given us your consent.

## The lawful basis on which we process this information

We process this information under the lawful basis of consent. This is set out in Article 6 of the GDPR from 25 May 2018

## Collecting this information

We will ask you to provide us with your contact email. You may also choose to join the FOSRS Facebook page.

## Storing this information

We hold your email address on the FOSRS email account.

If you have agreed that we can claim gift aid, we hold the declaration in a folder which is held securely in a locked cabinet at school. This is to prove that each donor included in a claim has made a declaration. We will also hold an electronic register in Microsoft excel with the information of who has registered. This spreadsheet will be password protected and accessible to FOSRS committee members.

We will delete your email from the FOSRS email account when your child leaves school. You may choose to leave the FOSRS Facebook page at any time.

For donor's who have registered for gift aid, we will hold your details for 6 years. After 6 years have lapsed the declaration will be shredded and your details deleted from the electronic copy.

For accounts management, if applicable, we will record in a spreadsheet, donations you have paid to us and record cheques we have paid to you. The FOSRS treasurer and chair will have access to this information. Records will be deleted after 6 years.

## Who we share this information with

We do not share your information with anyone. We keep a record of gift aid declaration and donation amount as a record of proof if required by the Inland Revenue

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact anyone in the FOSRS Committee or by using the FOSRS email address [fosrs@hotmail.com](mailto:fosrs@hotmail.com).

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data 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 data, we ask 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/>

## Further information

If you would like to discuss anything in this privacy notice, please contact anyone in the FOSRS committee or email FOSRS on the FOSRS email address [fosrs@hotmail.com](mailto:fosrs@hotmail.com).