

Privacy Notice (For FOSRS)

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

- Personal information relating to specific events (this might include name, address, telephone number or email depending on the event)
- 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.
- Email address if you have agreed to be part of a mailing list.

Why we collect and use this information

- We use personal information to contact you in respect of specific events / activities that you are part of.
- We use donor's information to claim gift aid from you if you have given us your consent
- We use personal information to inform you of events or ways in which you can donate funds or help us raise funds if you have specifically agreed to be part of a mailing list.

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 only with personal details required for specific events (this might include your name, email address, telephone number and address). If you would like to join a mailing list we will ask you to provide your email address. You may also choose to join the FOSRS public Facebook page. If your child attends the school you may also join the FOSRS closed Facebook page.

Storing this information

We will hold personal details you supply to us for events either in the FOSRS email account or in a password protected Word or Excel document. We will only hold this information until the end of the specific event. After which point, we will delete all records. The only exception to this is that the FOSRS email account auto remembers email addresses, so whilst we will not keep a record of your email in the address book, in emails or any other documents we cannot delete it entirely. Any personal information supplied on paper will be stored securely by the committee member responsible for that event and securely destroyed at the end of the specific event.

If you have agreed to be part of a mailing list, we will hold your email address in the FOSRS email account. You may choose to leave the mailing list at any time by emailing fosrspta@gmail.com.

You may choose to leave the FOSRS Facebook page at any time.

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 the FOSRS Treasurer or any committee member delegated with responsibility for submitting gift aid claims.

Personal details of donors who have registered for gift aid, will be held for 6 years following the end of the accounting period in which a donation has been made. After 6 years have lapsed the declaration will be shredded and your details deleted from the electronic copy. For accounts preparation and management, we will record in a spreadsheet donations received (and by whom if not anonymous) and cheques paid out. The FOSRS treasurer and chair will have access to this information. Records will be deleted 6 years after the end of the accounting period to which they relate.

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 fosrspta@gmail.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 fosrspta@gmail.com