

# Bishop Perrin School Association Privacy Notice

As you may be aware, the General Data Protection Regulation came into force from 25th May 2018.

As we are technically a separate organisation from the school, the School Association (SA) also needs to act to ensure that it is compliant with the data protection laws.

The SA collects and uses some personal data, mainly in order to communicate with parents and carers who sign up for SA led initiatives. We're not changing how we use or collect information, but we want to take this opportunity to clarify how and why we store and process data, and your rights under the GDPR.

## What personal data does the SA collect, and why?

We collect, use and store data when a parent/carers signs up for any of the following:

- **Consent for communications**
  - All parents should have received an e-mail via Parentmail as well as a paper form via Book Bags requesting for their consent to receive communications by the SA.
  - All returned forms consenting to the SA contacting you or holding your data will be collated and stored securely.

- **SA Volunteers**

Parents/carers can sign up to support at SA events via our contact form where we collect:

- **Parent/carers name** that is volunteering
- **Contact details** (phone/email) – so we can make contact when support is needed

- **SA Events**

Some events will require attendees to pay for tickets. Events may require us to collect:

- **Parent name**
- **Child's name & dietary/medical information** – to accurately have a register for the event as well as ensure appropriate measures are in place for those children requiring it.
- **Contact details of the responsible person collecting the child**

We may also take photos and videos during SA events. Data subjects will be made clear that this is happening.

## On what basis do we collect and use personal data?

We only collect, store and use data that we have gained through consent. Parents/carers can fill out the relevant forms to indicate their consent to the SA collecting and storing their data.

## Managing and storing data

We will ensure all data that you give us is kept confidential and stored on password protected devices and accounts. We are committed to protecting information about you and your children.

With your consent, in order to streamline the organisation of future SA events, we would like to store the following information for the duration of your child's attendance at Bishop Perrin School:

- Child's Name
- Child's Class
- Child's dietary / medical information
- Parent/Carer Name
- Parent/Carer Contact Telephone number

You can at any point request for your details to be removed by e-mailing us at [SA.BishopPerrin@gmail.com](mailto:SA.BishopPerrin@gmail.com).

## Sharing data

We will never share personal data to a third party without your explicit consent.

## Accessing your data

If you want to find out what data we hold about you, please contact us at [SA.BishopPerrin@gmail.com](mailto:SA.BishopPerrin@gmail.com). We are happy to share it with you at any time and you can also ask us to delete your data from our records at any time.

## More information

You can read more about GDPR on the Information Commissioner's Office (ICO) website <https://ico.org.uk>.