

## THE FRIENDS OF PURLEY OAKS PRIMARY SCHOOL

### GDPR POLICY

MAY 2018

The Friends of Purley Oaks is a volunteer organisation, consisting mainly of parents, so we are extremely aware how important it is to keep our details and those of our children protected.

#### **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 25<sup>th</sup> May 2018. Please visit [www.ico.org.uk](http://www.ico.org.uk) for more detailed information.

#### **Why do the Friends of Purley Oaks have a GDPR Policy?**

Our GDPR Policy explains that the Friends of Purley Oaks will:

- only collect information that is needed for a specific purpose;
- keep this information secure;
- ensure that it is relevant and up-to-date;
- only hold as much as is needed, and only for as long as it is needed.

#### **What long term information will the Friends of Purley Oaks request, and why?**

We will request, for communication purposes only:

- A parent/carer's name and email address – in order to send communications;
- Child(ren)'s name and class(es) – in order for child/class/year group specific communication to be correctly directed;
- Consent to send digital marketing – this includes all our fundraising activities, events, fundraising initiatives, encouraging attendance of events and volunteering. Examples of these are non-uniform days, discos, Summer and Winter Fairs or purchasing promotions.

This information will be held until a child leaves the School in Year 6, or earlier if the child moves to another school.

#### **What short term information will the Friends of Purley Oaks request throughout the year, and why?**

Depending on event/activity being held, we will request a combination of the following personal information:

- A parent/carer's name and contact details – for permission for a child to attend an event or take part in an activity. These allow us to get in contact with any changes or cancellations;

- Child's name and class – to confirm entry to events/activities and to confirm attendance for Health & Safety reasons;
- We may ask for Allergy, Dietary or Medical Information – for Health & Safety reasons;
- This information will be kept no longer than one month after the event. In the case of an event being cancelled, it may be necessary to hold the details longer. We aim not to hold details for any longer than reasonably practicable.

### **What short term information will the Friends of Purley Oaks request to send to a third party and why?**

We may offer fundraising initiatives from a third party that allow items to be ordered or places to be booked in return for a donation to the Friends. With these initiatives, parents will be required to complete an order or booking form, thereby giving permission for us to pass their information to that third party.

Typically, the personal information required will consist of a combination of the following:

- A parent/carer's name, contact details and signature – to confirm the order/booking. This allows us or the third party to be in contact with any queries;
- Child's name, class and school – in order for the items to be passed on correctly;
- Address – for any items that require postal delivery;
- Allergy, dietary or medical information – for Health & Safety reasons.

The information will be kept by the Friends of Purley Oaks for four weeks after the items have been issued, in case of any matters arising. We will endeavour to give the exact date on each information letter. The third party will inform the Friends of Purley Oaks of how long they will keep the information. The exact date and details will be given on each information letter.

### **How is the information stored?**

We will endeavour to only keep information in digital form to reduce the opportunity for data breaches. Any data held on paper will be held securely at the home addresses of the Committee member responsible. Information digitally or obtained electronically will be kept on secure home computers and not emailed unnecessarily.

### **Who has access to the information?**

The only people authorised to access Friends of Purley Oaks data are the Committee. On occasion, it may be necessary to pass some information on to other members of the organisation. Reasons for this would include, but not be limited to: distributing items to classes/children, confirming event attendance, when providing refreshments during events, or ensuring a First Aider is aware of any existing conditions.

### **How will information be disposed of?**

Once the information deadline has been reached, paper information will be disposed of securely. Computer files will be permanently deleted.

### **Why can't the Friends of Purley Oaks ask the School for some of this information?**

We are a volunteer organisation, and although we fundraise for Purley Oaks Primary School, Nursery and Children's Centre, the Friends of Purley Oaks is a separate body, which is governed by the rules laid out in our constitution. Therefore, Purley Oaks Primary School cannot share any personal information with us without obtaining permission beforehand. Equally, we are also not permitted to share any information with the School without prior permission.

### **What will not change?**

We will continue to post information to our Facebook page (Search *Friends of Purley Oaks Primary School* to be added to this closed group). If you already follow or like the page, this means you have already opted-in to view posts in your news feed. We do not make individual contact through the Facebook page and never post personal or identifiable information. You can unlike/unfollow the page at any time.

You can still contact us on the details below, or through the School Office.

### **What do I need to do?**

All you need to do is ensure that you have completed a GDPR Communication Consent form (either online or paper) and that you understand why the form is necessary. Please note that we operate a 'double consent' system, so you will receive an email which asks you to reconfirm your subscription. You will need to inform us of any changes to your details. If you do not complete the online/paper form, you will no longer hear directly from the Friends of Purley Oaks.

### **What if I have questions?**

If you have any questions regarding our GDPR policy, you can get in touch by emailing us at: [friendsofpops@purleyoaks.croydon.sch.uk](mailto:friendsofpops@purleyoaks.croydon.sch.uk)

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