

Privacy Policy - Friends of Henley School



Our contact details

Name: Friends of Henley School

Address: Ashbocking Road, Henley, IP6 0QX

E-Mail: friendsofhenleyschool@gmail.com

Under data protection law, individuals have a right to be informed about how the PTA uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store, and use personal data.

The personal data we hold

Personal data that we may collect, use, store, and share:

- Your child's year group/class list
- Name and address
- Other contact information including email addresses and telephone numbers
- Emergency contact details
- Medical conditions
- Allergies

Why we use this data

We use this data to:

- Contact individuals for support and help at school fundraising events
- Compile a list of attendees and year group for school fundraising events
- Compile a list of emergency contact numbers for parents
- Contact winners of raffle and bidding board prizes
- Ensure we can cater to any dietary or medical needs at FOHS events

Our legal basis for using this data

We only collect and use personal data when the law allows us to. Most commonly, we process it where:

- We need it to perform a fundraising event in the school's interest
- We have obtained consent to use it in a certain way

Where we have obtained consent to use personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep all electronic personal information on a secured database for the whole academic year that it is collected in. At the end of each academic year all data will be deleted from the secure database. Any paper-based information e.g., raffle tickets, will be stored securely and confidentially disposed of. If you would like a copy of the information, we hold on you please email: friendsofhenleyschool@gmail.com.

Information Commissioner's Office

If you have any concerns about our use of your personal information, you can make a complaint to us at friendsofhenleyschool@gmail.com.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Date 1st November 2022