

Friends of North Elmham School (F.O.N.E.S)

Registered Charity No: 1113450

Privacy Policy

Last updated	24 th May 2018
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How we respect privacy when we deal with personal information collected by our organisation

This Privacy Policy applies to information we Friends of North Elmham School collect about individuals who interact with our organisation. It explains what personal information we collect and how we use it.

If you have any comments or questions about this notice, feel free to contact us in writing at North Elmham School, Holt Road, North Elmham, NR20 5JS

1. Personal data that we process

The following table explains the types of data we collect and the legal basis, under current data protection legislation, on which this data is processed.

Purpose	Data (key elements)	Basis
Pupil Information- Events	Name, Parents Name/s, Emergency Contact Details, Dietary and Medical Requirements	Vital Interests- Information obtained for the welfare and safeguarding of Pupils
Volunteer Information	Names, Contact Details	Consent- To enable communication and organisation of the Charity and its events
Accounting Records	Names	Legal Obligation- To maintain statutory records

2. How we use your data

We will only use your data in a manner that is appropriate considering the basis on which that data was collected, as set out in the table at the top of this policy.

For example, we may use your personal information to:

Contact you in an emergency

Ensure that your child's dietary and medical needs are upheld

3. When we share your data

We will only pass your data to third parties in the following circumstances:

you have provided your explicit consent for us to pass data to a named third party;

we are required by law to share your data.

In addition, we will only pass data to third parties outside of the EU where appropriate safeguards are in place as defined by Article 46 of the General Data Protection Regulation.

4. How long we keep your data

We take the principles of data minimisation and removal seriously and have internal policies in place to ensure that we only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required.

Where data is collected on the basis of consent, we will seek renewal of consent at least every three years.

5. Rights you have over your data

You have a range of rights over your data, which include the following:

Where data processing is based on consent, you may revoke this consent at any time.

You have the right to ask for rectification and/or deletion of your information.

You have the right of access to your information.

You have the right to lodge a complaint with the Information Commissioner if you feel your rights have been infringed.

A full summary of your legal rights over your data can be found on the Information Commissioner's website here: <https://ico.org.uk/>

If you would like to access the rights listed above, or any other legal rights you have over your data under current legislation, please get in touch with us.

Please note that relying on some of these rights, such as the right to deleting your data, will make it impossible for us to continue to deliver some services to you. However, where possible we will always try to allow the maximum access to your rights while continuing to deliver as many services to you as possible.

6. Cookies & usage tracking

FONES do not operate a website. A page detailing news, upcoming events and any other relevant information relating to the charity, is a function of the North Elmham School website and North Elmham School operate and have ownership of this website. For full details relating to this, please refer to the Privacy Policy of North Elmham School.

7. Modifications

We may modify this Privacy Policy from time to time and will publish the most current version on the webpage belonging to North Elmham School. If a modification meaningfully reduces your rights, we'll notify people whose personal data we hold and is affected.

END OF POLICY

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