

WILLOW BANK JUNIOR SCHOOL ASSOCIATION

PRIVACY NOTICE



Willow Bank Junior School Association (WBJSA) is a charity who's aim is to organise events for the children and parents of Willow Bank Junior School to raise funds for the school.

Why do we hold your personal information?

If you have paid for or are attending one of our fund-raising events, then we will need to hold some personal information on yourself and your child for the duration of the event. The lawful basis on which we hold this data is consent. This means we have to get your consent to hold this information.

We also have to keep personal information on our committee members. The lawful basis we hold this data is Legal. We have to pass this information to the Charity Commission on an annual basis.

What personal information do we hold?

The information we might hold on you might include your name, your child's name, your child's class, your contact details if you provide them and, if you pay by cheque, your bank details.

We will also hold mobile telephone numbers and email addresses for committee members and home addresses for the main officers of the WBJSA.

How do we use your personal information?

We use your information so that we are aware who is attending a fund raising event, which class your child is in, just in case we need to contact you / get tickets sent home via your child, what you have ordered and payment details.

For committee members we might use your email addresses to contact you if an urgent decision needs to be made outside of our committee meeting. We use your mobile telephone numbers to contact you for committee related conversations and may also contact you via WhatsApp using your mobile phone number. We will send the information on our officers to the Charity Commission on an annual basis. This is a legal obligation that we have to fulfil.

How long do we retain your information?

For events, we will keep your information for a short period of time; until the event has taken place and all the money has been banked / cheques cleared. After this time your information will be removed from the spreadsheet leaving only the amount of people who attended, and the amount paid on the spreadsheet.

Committee members, your information will be held for the duration of your time on the committee and officers your information will be kept until the end of the following school year.

How do we get your consent?

There will be a tick box on each event flyer asking you to confirm that you give us consent to keep your personal data provided for the duration of the event only. After this time, it will be removed. The returned consent flyers will also be destroyed at this point. If you do not wish to attend this event you do not need to fill in the consent box and we will not hold any information on you.

For committee members you will be asked to sign a copy of this privacy notice to say that you have read and understood this Privacy Notice and agree to us holding your information as described above.

Marketing and social media

We will continue to send event flyers home with each child. The flyer will be generic and will not contain your child's name or any other personal information.

We have a private group Facebook page to keep you informed on events and activities. Consent for this is not required as you have joined the Facebook page yourself and if you wish you can remove yourself from the page at any point by clicking on the Joined button and changing it to Leave group. Please refrain from mentioning people by name on the Facebook page. All posts get approved by the administrators who will not be able to approve posts that hold unnecessary personal information.

How do we keep your information secure?

Any electronic information we hold on you is kept in only one place; on a shared cloud-based system meaning duplicate copies are not made. Returned paper flyers are kept safely, no copies are taken and after the event they are destroyed. In the unlikely event of a breach of your personal information we will report the breach within 72 hours to the Information Commissioners Office.

Do we share your information?

We do not share your information with anyone else except in the case of the committee officers when we have to legally share your information with the Charity Commission as part of our annual return.

Your rights

You have a right:

- To see a copy of what information we hold on you
- To change any information that is inaccurate or incorrect
- To object to us holding your information, subject to our legal commitments for our annual return.

To exercise any of these rights, contact the Chairperson of WBJSA. If you feel there is a problem with the way we are handling your personal information you also have the right to lodge a complaint with the Information Commissioners Office.