

PRIVACY NOTICE

The Friends of St Mary's Church Of England Primary School (Twickenham) (FOSM) is a registered charity (number 1026779).

As a charity, FOSM's main objective is:

To advance the education of the pupils at St Mary's Church Of England Primary School (Twickenham).

To further this objective, FOSM delivers a number of functions, some of which involve the collection, gathering and processing of information that is considered personal information. The way in which FOSM processes this type of information must comply with the requirements of the Data Protection Act (1998) (DPA) where it constitutes personal data and, from 25 May 2018, the General Data Protection Regulations (GDPR).

The purpose of this privacy notice is to explain how your personal information is processed and provide information about the rights you have under data protection legislation. For each of FOSM's activities that use personal information, details are provided about what information we collect, how we use that information, and what happens to your information when it is no longer required. We have also provided information about recipients (those who your information will be passed to) and international transfers. An explanation of some of the legal terms and as well as your rights where we process your personal data can be found in the section Additional Information.

What information is collected?

FOSM collects your name, email address and your child(ren)'s class for the purpose of providing relevant information on FOSM activities and events.

How will FOSM use my information?

The information you provide is used to send communications regarding FOSM activities and events, including the electronic marketing of all these activities, and FOSM uses your consent to do this. You can withdraw this consent at any time.

Will my information be passed to anyone else?

We may mention other organisations or companies if they are collaborating with us or sponsoring events and similar activities, however we will never pass your details on to these third parties.

Will my information be transferred internationally?

As far as it can be established, information that you provide to FOSM is not transferred internationally.

What happens to my information when it is no longer required?

You can ask to be removed from the FOSM communications database at any time and FOSM will usually delete your contact details with immediate effect.

Your contact details will be deleted from our communications database when your child(ren) no longer attends St Mary's C of E Primary School (Twickenham).

Additional Information

This section provides further explanation of some of the legal terms used above, together with information about the rights available to you when FOSM process your personal data.

Legal basis for processing

FOSM is required to provide information to demonstrate that the way in which it is processing personal information is lawful, which includes providing information on the legal basis for processing.

To process personal information, data protection law generally requires one or more of the following to apply:

1. FOSM has consent from the person whose personal information is being processed. This will apply where we are using your information for marketing purposes;
2. The processing is necessary for performance of a contract or to enter into a contract with the person whose personal information is being processed;
3. FOSM is required to process personal information to comply with a legal obligation;
4. The processing is necessary to protect the vital interests of the person whose information is being processed or another person;
5. The processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority. This is unlikely to apply to the work carried out by FOSM;
6. The processing is necessary for the purposes of legitimate interests of FOSM or third party, unless these interests are detrimental to the interests of the person whose information is being processed. Where FOSM are relying on this basis, we have to explain what our legitimate interest is, which is included in the relevant sections above.

The legal basis for processing personal information used for each of our activities is provided under the section 'How will FOSM use my information?'.

For information, any new legislation that is passed by the UK Parliament that relates to the way in which personal data is processed will automatically apply to FOSM activities.

Your Rights

Under the GDPR, you have a number of rights in relation to your personal information. You have the right to:

- request access to your personal information;
- request rectification of your personal information which means you are able to have inaccurate personal information corrected without undue delay;
- request erasure of your personal information when certain conditions apply;

- restrict processing under certain circumstances;
- object to processing;
- data portability in some circumstances.

Requests that relate to rectification, erasure or restricting processing will be passed to any recipients of your personal information. Details of recipients can be found under the section 'Will my information be passed to anyone else?'

There may be occasions when FOSM is unable to comply with requests to exercise the rights above. Should this apply to a request you make, it will be explained to you why FOSM is unable to comply with the request and any options available.

Where your personal information is being processed using consent, one further right is the right to withdraw your consent at any time. You should be aware that, while FOSM will stop using your information for that purpose with immediate effect, it may not always be possible to remove information from the public domain, for example where it has been used in hard copy publications. You should also be aware that the ability to withdraw consent only applies to information considered to be personal. It does not usually apply to information about groups or organisations. You can find out how your personal information is being lawfully processed under the section 'How will FOSM use my information?'

You may withdraw your consent at any time for allowing your information to be used for marketing purposes.

Complaints

Should you be unhappy with the way in which FOSM have processed your personal data, we would like to try and resolve this directly with you in the first instance. Please contact us at chair.fosm@googlemail.com to discuss your complaint. If you are unhappy with our approach, ultimately you have the right to lodge a complaint with the Information Commissioner, who regulates data protection legislation across the UK. Their contact details can be found at <https://ico.org.uk/>.

Contact Details

FOSM is the Data Controller for information collected and processed for each of the purposes described above unless stated otherwise.

If you have any queries regarding any of the information in this privacy notice, in the first instance please contact FOSM's Data Compliance Lead:

Emily Price

FOSM

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