

REIGATE GRAMMAR SCHOOL PARENTS' ASSOCIATION

Privacy Notice for the Reigate Grammar School Parents' Association

Final V1.0 – Updated 13/12/2018

WHO WE ARE

The PFA exists to enhance the school community and to support student enrichment through a wide range of social activities and fundraising.

We have an active committee of parent and teacher representatives who meet regularly and work closely with the School to ensure that we provide help and support to the School in the most effective way possible.

Apart from holding events which enable parents to socialise with each other, the Association, through its fundraising activities, generates an income each year, all of which is available to provide extra equipment or activities for the pupils, over and above that which the School would be expected to provide.

In addition to fundraising we support many school events including drama, music and parents evenings by helping to serve refreshments at interval times. We also have a refreshment tent at Sports Day every year. All of these are run by our volunteers who willingly give up their time to support both the PFA and the school.

All parents who have children in the School are automatically members of the Association.

WHAT THIS POLICY IS FOR

This policy is intended to provide information about how the PFA will use (or "process") personal data about parents and their children.

This information is provided in accordance with the rights of individuals under Data Protection Law (The General Data Protection Regulation (EU) 2016/679 and any legislation that, in respect of the United Kingdom, replaces, or enacts into United Kingdom domestic

law, the General Data Protection Regulation (EU) 2016/679, the proposed Regulation on Privacy and Electronic Communications or any other law relating to data protection) to enable them to understand how their data is used. Parents and their children are all encouraged to read this Privacy Notice.

All Reigate Grammar parents, are automatically members of the Parents' Association, which includes the PFA Committee members and they should all be aware of and comply with this PFA Privacy Notice about how personal data about individuals will and should be used.

RESPONSIBILITY FOR DATA PROTECTION

The PFA will deal with requests and enquiries concerning the Parents' Association use of personal data (see section on Your Rights below) and endeavour to ensure that all personal data is processed in compliance with this policy and Data Protection Law.

LEGAL GROUNDS

The Parents' Association has the legal ground of legitimate interest in providing you with information on PFA events as you either work or have a child attending or will have a child attending Reigate Grammar School.

PERSONAL DATA PROCESSED BY THE PFA

This will include by way of example:

- Names, addresses, telephone numbers, e-mail addresses and other contact details; of current parents and the names of their children;
- Event specific data, e.g. dietary requirements;
- Bank details and other financial information, e.g. about parents who pay for events and activities related to events, as well as purchases from PFA by parents and ongoing calculation for re-imburement to parents (e.g. re-imburement for the sale of second hand uniform);
- Images of parents at PFA related events;

HOW THE PFA COLLECTS DATA

The PFA receives personal data directly from parents (including, in the case of pupil names, from their parents). Data may be via a form, or simply in the ordinary course of interaction or communication (such as email).

HOW LONG WE KEEP PERSONAL DATA

The retention time for parent information will be until the parent is no longer a parent at Reigate Grammar School and therefore ceases to be a member of the Reigate Grammar Parents' Association.

YOUR RIGHTS

Individuals have the rights under Data Protection Law to ask for personal data to be erased or amended.

Any individual wishing to amend or erase their personal data, should put their request in writing to the PFA (pfa@reigategrammar.org).

The PFA will endeavour to respond to any such written requests as soon as is reasonably practicable.

Where the PFA is relying on consent as a means to process personal data, any person may withdraw this consent at any time.

WHOSE RIGHTS

The rights under Data Protection Law belong to the individual to whom the data relates.

DATA ACCURACY AND SECURITY

The PFA will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Parents must please notify the PFA of any changes to information held about them.

An individual has the right to request that any inaccurate or out-of-date information about them is erased or corrected.

The PFA will endeavour to take appropriate technical and organisational steps to ensure the security of personal data about individuals, including policies around use of technology and devices.

Reigate Grammar School is responsible for managing and updating some of the technical provisions made available to the PFA, for example the availability and maintenance of the PFA web page and the loading of PFA Privacy Notice.

QUERIES AND COMPLAINTS

Any comments or queries on this policy should be directed to the PFA (pfa@reigategrammar.org). If a parent believes that the PFA has not complied with this policy or acted otherwise than in accordance with Data Protection Law, they should raise this with the PFA.

A referral can also be made, or a complaint can be lodged, with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve a matter where possible with a data controller, i.e. the PFA, before involving the UK ICO.