



Friends of Bilton Infant School privacy policy

As you may be aware, the General Data Protection Regulation came into force from 25th May 2018.

As we are technically a separate organisation from the school, the Friends of Bilton Infant School (FoBIS) also needs to act to ensure that it is compliant with the data protection laws.

The FoBIS collects and uses some personal data, mainly in order to communicate with parents and carers who sign up for FoBIS led initiatives. We want to take this opportunity to clarify how and why we store and process data, and your rights under the GDPR.

What personal data does Friends of Bilton Infant School collect, and why?

We collect, use and store:

Annually:

- Children's names and classes – in order to help administer activities and events

Friends of Bilton Infant School events:

Events may require us to collect:

- Parent/carer name
- Contact details
- Student name and class
- Payment details
- Details of allergies

We will delete and destroy this data once the event is over.

Friends of Bilton Infant School Volunteers:

Parents/carers can sign up to support at events via our form where we collect:

- Parent/carers name that is volunteering
- Contact details (phone/email) – so we can make contact when support is needed

We will delete these details at the request of the data subject or when their son/daughter leaves the school.

On what basis do we collect and use personal data?

We only collect, store and use data that we have gained through consent. We won't collect any more information than we need, and we will get rid of it once its purpose has been served. Parents/carers can fill out the relevant forms to indicate their consent to the relevant processing as described above.

Managing and storing data:

We keep all electronic personal information on a secured database until the child leaves the school, when data will be deleted from the secure database. Any paper-based information e.g. raffle tickets, will be stored securely and confidentially disposed of at the end of each event.

Sharing data:

We will never share personal data to a third party without consent.

Accessing your data:

If you want to find out what data we hold about you, please contact the Friends of Bilton Infant School via the school office. We are happy to share it with you at any time and you can also ask us to delete your data from our records at any time.

Review:

The content of this Privacy Policy will be reviewed in July 2023.