

# Privacy Policy for FOSAH

Under data protection law, individuals have a right to be informed about how FOSAH uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data.

## The personal data we hold

Personal data that we may collect, use, store and share:

- FOSAH member (name and email address; child's forename and class)
- Gift aid data (full name and address)
- Donors and Sponsors (full name, telephone, address, email address)

## Why we use this data

We use this data to:

- Contact individuals for support and help at school fundraising events
- Compile a list of attendees and year groups for school fundraising events
- Compile a list of emergency contact numbers for parents
- Contact winners of raffle and bidding board prizes
- We need a child forename attached to parent name as we often pass information with the child
- Claim tax relief against gift aid payments
- Request donations / sponsorships for our fundraising events

## Our legal basis for using this data

We only collect and use personal data when the law allows us to. Most commonly, we process it where:

- We need it to perform a fundraising event in the school's interest
- We have obtained consent to use it in a certain way

Where we have obtained consent to use personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify our use of this data.

## **Collecting this information**

- We will gain written consent to use your information. Once this opt-in has been received, it is assumed that your opt-in remains throughout the school
- While the majority of information we collect is mandatory, there is some information that can be provided voluntarily
- Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying

## **How we store this data**

### **Non Gift Aid related data:**

- We keep all electronic personal information within a secured email account, and/or within secured cloud hosted storage
- We will remove information on leavers at the end of Y6 (but not automatically for other leavers)
- We will only keep data in the volunteer sign-up sheets until after an event and then this will be destroyed
- Any paper based information e.g. raffle tickets, will be stored securely and confidentially disposed of
- We don't share information with anyone else

### **Gift Aid related data:**

- We have to keep data for at least 2 years after a claim is made
- We have 4 years to make a claim (so we could be storing data for 6 years)
- Where there are forms with both Gift Aid data and non Gift Aid data, this form must be held in its entirety

### **Donor / Sponsor data:**

- This list is stored securely and we don't share this information with anyone else

If you want a copy of the information we hold on you please email [fosahstanns@gmail.com](mailto:fosahstanns@gmail.com).