



# Friends of Flixton (FOF) Privacy Notice

8 March 2022

In compliance with the UK General Data Protection Regulation (GDPR) Friends of Flixton would like to outline its privacy notice statement below.

## Privacy Statement

This privacy notice tells you who we are and what to expect when Friends of Flixton collects personal information from its members (which includes: parents, guardians or carers of any Flixton Girls School student; teaching and non-teaching staff employed by the school; and anyone over 18 years who wishes to support the school). This is in light of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA). GDPR and the DPA regulate how organisations obtain, use, store and destroy personal data.

We have reviewed and will continue to assess all our processes in the handling, processing and storage of all personal data that we collect to maintain your relationship with Friends of Flixton.

## Who we are

Friends of Flixton is an unincorporated charity whose aim is to advance the education of pupils in Flixton Girls School by:

- Developing effective relationships between the staff, parents and others associated with the school;
- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

## Why we collect personal information

We collect personal information so we can communicate in an effective way on matters that are important to you. We use this information to send out information about Friends of Flixton meetings and activities we are involved in.

## What personal information we collect

*Membership* – The types of personal information that we collect derive primarily from the two ways new people become members:

- i) Electronically – providing your details via email (plus WhatsApp if you join the Friends of Flixton Committee)
- ii) Paper based – providing your details when attending events

*Raffles and competitions* – we may ask you to provide your details (e.g. name, phone number, email, student name and class number) so that we may inform you of the numbers of any raffle

tickets purchased on ParentPay and contact you should you win a competition/raffle. Where this information is collected on paper, it will be shredded once all of the prizes have been claimed. Where this information is collected electronically, it will be stored on a computer of a FoF volunteer who is organising the raffle/competition and also on the Friend of Flixton Google Drive area – both will be password protected. The electronic information will be deleted once the next competition/raffle has taken place. A list of the winners of any online raffles/competitions, and any emails associated with entering/winning a raffle/competition, will be retained in the Friends of Flixton email account.

*Disclosure and Barring Service (DBS)* – Flixton Girls School requires those wishing to assist at school events on behalf of Friends of Flixton to have a DBS check. Friends of Flixton will ask volunteers wishing to assist at events to contact the School to arrange a free DBS check. It should be noted that the personal details which are sought are processed and held by Flixton Girls School, not Friends of Flixton. Friends of Flixton will keep a log of those members who are awaiting a DBS check and those who have had a clear DBS check.

*Suppliers* – we will use your contact details and information on the services you provide, to decide if we could use your services and to invite you to attend our events.

Friends of Flixton gathers the following information:

*Personal details for membership:* These are: name, email address, and phone number. These are needed to maintain your membership and are stored on a password protected spreadsheet saved on the password-protected Friends of Flixton Secretary's computer. They are also stored in the Secretary's Gmail contacts list, the Friends of Flixton Gmail contacts list and they may be stored in the contacts list of other members if you are working together to organise an event.

*Additional information recorded:* Whether you are awaiting a DBS check or have had a DBS check; and the names and years of any students related to you (to understand how long you may have an interest in helping the Friends of Flixton) and/or your interest in helping the school.

*WhatsApp:* Committee members have access to a Friends of Flixton WhatsApp group whereby mobile phone numbers and names of committee members are shared.

*Suppliers:* we will keep a record of your contact name, email address, telephone number, web site address/Facebook/Instagram (or similar) account, insurance records (provided if you attend one of our events) and the services you provide so that we can invite you to attend our events.

## **Security of data**

Friends of Flixton may share your personal data with Flixton Girls School as some of the staff are on the committee and/or assist us with our activities (e.g. sending items home by 'pupil post'). However, Friends of Flixton does not provide personal data to anyone who does not have a legitimate reason for accessing it. No personal information is ever provided to third parties without the explicit permission of the individuals involved.

Any committee member who leaves their post must either pass all the personal data they hold to the person taking over from them (e.g. in the case of the Secretary) or delete the personal data they hold (if the Secretary has a copy of this data, or it is no longer needed) and no data will be retained by the retiring committee member.

You have the right to have a copy of the data that we hold on you in a machine-readable format. You also have the right to ask us to edit or delete all the information that we hold on you (e.g. your name on the member spreadsheet). However, if you ask us to delete all of your information, Friends of Flixton will not be able to maintain your membership as it will not be able to honour its obligations to you as a member.

Please note that Friends of Flixton may not be able to delete all its records mentioning your name if it has a legitimate interest for retaining the record. For example, Friends of Flixton may not be able to: delete an email sent to you with event details if it was sent to a number of people including you; remove your name from event records, or from financial records (e.g. if you witnessed money counting); or delete your name from the banking paperwork and accounts records if you have had a cheque made payable to you from Friends of Flixton (for example if you purchased items to sell at an event); as this would mean deleting records of the charity's activities and/or accounts.

Friends of Flixton will undertake an annual review of membership to ensure all those on our member spreadsheet still wish to receive communication from us. It will also review all the records it has that contain personal data and decide whether the data needs to be kept for legitimate reasons on a case by case basis.

### **How members will be contacted by Friends of Flixton**

We aim to ensure that Friends of Flixton members are kept up-to-date with news, events and opportunities to volunteer at Flixton Girls School. There are a number of ways we may stay in contact:

*Via email: (Committee members and general members of Friends of Flixton)*

- Invitations to Flixton Girls School events and activities
- Requests for volunteers to assist at Flixton Girls School events
- Invitations to Friends of Flixton Committee meetings, planning meetings
- AGM agenda and notes of meeting
- Surveys - to improve our services we may ask for your input
- Annual review of membership – to ask if you still wish to stay on the membership

*Via WhatsApp: (Committee members only)*

- For conversations regarding planning events

### **Your Rights**

Under certain circumstances, you have rights under data protection laws in relation to your personal data:

- Request access to your personal data
- Request correction of your personal data
- Request erasure of your personal data
- Object to processing of your personal data
- Request restriction of processing your personal data
- Request transfer of your personal data
- Right to withdraw consent

If you wish to exercise any of the rights set out above, please contact us at:  
[friendsofflixton@gmail.com](mailto:friendsofflixton@gmail.com)

#### *No fee usually required*

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

#### *What we may need from you*

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

#### *Time limit to respond*

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

## **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance in writing.

To make a complaint, please contact the Secretary at: [friendsofflixton@gmail.com](mailto:friendsofflixton@gmail.com)

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call [0303 123 1113](tel:03031231113)
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **Contact Details**

Friends of Flixton is classed as a 'data controller', which means it is the party that decides how personal data is processed. The act of processing data covers collecting and recording information as well as holding and storing information.

If you have any queries regarding any of the information in this privacy notice, please contact the Secretary at: [friendsofflixton@gmail.com](mailto:friendsofflixton@gmail.com).