

## **The Friends of Maple Infants DATA PRIVACY NOTICE**

### **Data Controller – who is this?**

The Friends of Maple Infants (The Friends) is the Data Controller (contact details below) and thus decides how personal data is processed and for what purposes.

### **Personal data – what is it?**

Personal data, as defined by the GDPR, relates to a living individual who can be identified from such data either by the information alone or in conjunction with any other information currently in or likely to come into the data controller's possession. The Friends, a registered charity that exists to support and enrich the educational experiences of pupils at Maple Infants' School, may collect personal data from its members.

### **Membership type**

**Ordinary Members** are –

- Parents or carers of child(ren) attending Maple Infants School
- All staff members at Maple Infants School
- An individual over 18 years of age, who is not a parent or carer of a child attending Maple Infants, whose membership is agreed by the current Committee.

Ordinary members with additional roles -

- **Class Representative** – ordinary members with additional voluntary responsibilities for organising activities within a class
- **Volunteer Helpers** - ordinary members who volunteer to complete particular tasks or contribute particular skills
- **Sub-Committee Members** – unelected ordinary members with responsibilities for a particular event or function
- **Committee Members** – elected members with additional responsibilities for the organisation as a whole.

### **Processing personal data – who does this?**

**The Friends** - may process personal data of all members outside of the Classlist platform. The Friends complies with its obligations under the GDPR by:

- Keeping personal data up to date
- Storing and destroying it securely
- Not collecting or retaining excessive amounts of data
- Protecting personal data from loss, misuse, unauthorised access and disclosure
- Ensuring that appropriate technical measures are in place to protect personal data

**Classlist** - The Friends use Classlist (contact details below) as a Data Processor. Classlist is a web-based social media platform specifically designed to assist Parent Teacher Organisations such as The Friends manage the data of and communicate with its member. All Ordinary Members will be offered the opportunity to join Classlist. The Classlist Privacy Notice can be found at [https://drive.google.com/file/d/1TUq8hM6fb50RIGOXARN\\_6CHPWZ7pW24/view](https://drive.google.com/file/d/1TUq8hM6fb50RIGOXARN_6CHPWZ7pW24/view)

## **Use of Personal Data – purposes for processing data**

Personal data is processed by The Friends or by Classlist, on behalf of the Friends, to allow The Friends to fulfil its charitable objectives.

Personal data may be processed to:

- To maintain membership records
- To confirm ordinary membership status with Maple Infants School
- To manage The Friends website and Classlist platform.
- To inform members of The Friends activities
- To fundraise and promote the interests of the charity
- To manage events we run
- To engage with members with regards to The Friends charitable aims, activities and expenditures
- To maintain The Friends accounts and records

## **The legal basis for The Friends processing personal data?**

Under Article 6 of the GDPR:

Consent of the data subject

Under Article 9 of the Data Protection Act 1998:

No sensitive data will be collected

## **Will Personal Data be shared?**

Personal data will be treated as strictly confidential. We will only share data with third parties with consent or as required to do by the law.

- Classlist – consent is given to Classlist by members at the time of registration.
- Other Third parties – if The Friends will pass personal data to collaborating third party specific additional consent will be sort on each occasion. Third parties may include but are not limited to businesses acting as fundraising partners or companies assisting with events

## **How long will personal data be kept?**

The Friends will keep personal data for no longer than is necessary. Data will be deleted or archived in accordance with GDPR requirements.

- Event specific personal data will be deleted within 28 days of the event occurring.
- Prize / Auction related personal data will be deleted within 28 days of the subject receiving the prize or paying for the auctioned item.
- Ordinary member data will be deleted within 3 months of the member resigning their membership (automatic resignation occurs when the relevant child leaves Maple Infants School).
- Class representative and Volunteer helper member data will be deleted within 3 months of the individual resigning this position.
- Committee member data will be archived within 3 months and deleted within 3 years of the individual resigning this position. The extended period will allow The Friends to fulfil its obligations as a registered charity.
- Sub-committee member data will normally be deleted within 3 months of the individual resigning this position. Occasionally data will be archived within 3 months and deleted within 3 years of the individual resigning this position if the member is considered to have acted in such a way that their details may be needed with regard to management or monitoring of the charity.

- o Completed Gift Aid Declaration forms will be retained for 6 years (or as long as is required) to fulfil the reporting requirements imposed on The Friends by HMRC for claiming Gift Aid.

Data held by Classlist will be deleted as defined in Classlist's own Privacy notice ([https://drive.google.com/file/d/1TUq8hM6bfb50RIGOXARN\\_6CHPWZ7pW24/view](https://drive.google.com/file/d/1TUq8hM6bfb50RIGOXARN_6CHPWZ7pW24/view))

### **Your rights and your personal data**

The Friends - Unless subject to an exemption [under the GDPR] subjects have the following rights with respect to their personal data held by The Friends.

You have the right to:

- o request a copy of personal data held by The Friends
- o object to, prevent or withdraw consent for processing (where applicable)
- o request The Friends correct any personal data found to be inaccurate or out of date
- o request personal data is erased where it is no longer necessary for The Friends to retain such data
- o where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- o lodge a complaint with the Information Commissioners Office (contact details below)

All requests should be communicated to The Friends in writing (contact details below).

Classlist - An individual's right to personal data held by Classlist can be found in the Privacy Notice ([https://drive.google.com/file/d/1TUq8hM6bfb50RIGOXARN\\_6CHPWZ7pW24/view](https://drive.google.com/file/d/1TUq8hM6bfb50RIGOXARN_6CHPWZ7pW24/view))

### **Further processing**

If The Friends or Classlist wish to alter how personal data is processed a new notice will be provided prior to any changes being made.

### **Contact Details**

#### ***The Friends of Maple Infants Secretary***

Via email [Secretary@friendsofmaple.org](mailto:Secretary@friendsofmaple.org)

In writing: The Friends Secretary  
C/O Maple Infants School  
Maple Road  
Surbiton  
Surrey  
KT6 4AL  
United Kingdom

#### ***Classlist***

Via email [admin@classlist.com](mailto:admin@classlist.com)

In writing: Classlist Enquiries  
77 Kingston Road  
Oxford  
Oxfordshire  
OX2 6RJ  
United Kingdom

Complaints about the use of personal data can be communicated to the Information Commissioners Office at [www.ico.org.uk](http://www.ico.org.uk)

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