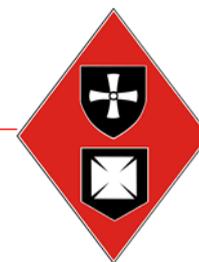


DAME ALLAN'S SCHOOLS

PARENTS' ASSOCIATION

Registered Charity Number 1137728



Document Name:	Privacy Notice
Named Coordinator:	Chairperson(s) of DASPA
Date Initially Approved:	October 2018
Date Reviewed:	
Next Scheduled Review Date:	

Statement of intent

It is our aim to ensure that all personal data that DASPA collects is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018).

Privacy notice

Individuals have a right to be informed about how we, Dame Allan's Schools Parents' Association (hereafter we or DASPA), registered charity number 1137728 use any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about pupils and their parents, carers or guardians (referred to in the notice as "pupils" and "parents").

We are the 'data controller' for the purposes of data protection law.

The personal data

We hold personal data that we may collect, use, store and share (when appropriate) about pupils and parents which includes, but is not restricted to:

- Names, telephone numbers, email addresses and other contact details, contact preferences;
- for our Trustees (Committee Members) we also maintain records of postal addresses and dates of birth;
- Meeting attendance information;
- Photographic images and recordings of those attending DASPA activities/events;
- Bank account details for participation in DASPA activities/events (i.e., purchase of ball tickets or 50/50 tickets).

We may also process anonymised data, for purposes such as business reporting. Where data is anonymized, it is not personal data, and so is not covered in this policy.

Why we use this data

We use this data to:

- Record which volunteers would like to support DASPA activities and events;
- Record who attends our meetings;
- Report information about our charity trustees to the UK Charities Commission;
- Obtain appropriate professional advice and insurance for DASPA;
- Comply with the law regarding data sharing and DASPA's other legal obligations.

Our legal basis for using this data

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

- We need to comply with a legal obligation;
- We have obtained consent to use it in a certain way;
- We need it to pursue our legitimate interests.

Collecting this information

Generally, we collect personal data from pupils and parents directly. This may be via a form or simply in the ordinary course of interaction or communication, such as email or written requests.

Except in the case of reporting to the UK Charities Commission about Trustees or where we are pursuing our legitimate interests, all information received by us is done so with the individual's consent. If Trustees choose to not provide required information, they will be unable to continue as a Trustee of the DASPA charity.

How we store and dispose of data

We keep personal information for one academic year. We may only keep it beyond one year if this is necessary in order to comply with our legal obligations (i.e., meeting attendance records for the UK Charities Commission and records of Trustees).

We keep personal information in paper and electronic form. This is always kept securely and access to it is limited to DASPA Officers.

Personal data that is no longer needed will be disposed of securely. For example, we will shred or incinerate paper-based records, and overwrite or delete electronic files. We may also use a third party to safely dispose of records on DASPA's behalf. If we do so, we will require the third party to provide sufficient guarantees that it complies with data protection law.

Personal data breaches

DASPA will make all reasonable endeavours to ensure that there are no personal data breaches. In the unlikely event of a suspected data breach, we will report the data breach to the ICO within 72 hours and inform pupils and/or parents who may be affected.

Data sharing

We do not share information about pupils and/or parents with any third party without their consent unless the law and our policies allow us to do so. It will be processed by appropriate individuals only in accordance with access protocols (i.e. on a need to know basis).

Transferring data internationally

We do not in the standard course of running DASPA transfer data outside of the European Economic Area (EEA).

Parents and pupils' rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that we hold about them. Parents can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent. Parents also have the right to make a subject access request with respect to any personal data we hold about them. If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it;
- Tell you why we are holding and processing it, and how long we will keep it for;
- Explain where we got it from, if not from you or your child;
- Tell you who it has been, or will be, shared with;
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this;
- Give you a copy of the information in an intelligible form. Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request please contact a DASPA Officer.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress;
- Prevent it being used to send direct marketing;
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person). Currently we do not carry out any automated decision making or profiling on the personal data we process. If this changes then we will let you know and update this Notice accordingly;
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing;
- Request the transfer of automated personal data to them or to a third party. We will provide personal data in a structured, commonly used, machine-readable format;
- Withdraw their consent at any time where we are processing personal data on the lawful basis of consent (for example when publishing photographs in a brochures or on a display), The individual can do this by contacting a DASPA Officer;

DASPA Data Protection Policy/ Privacy Notice

- Claim compensation for damages caused by a breach of the data protection regulations. To exercise any of these rights, please contact a DASPA Officer.

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. To make a complaint, please contact a DASPA Officer. 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
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact one of our DASPA Officers at daspa@dameallans.co.uk