

Friends of Gildredge House (FoGH) Data Protection Policy

Approved: September 2018
Contact: fogh@gildredgehouse.org.uk

The Friends of Gildredge House (FoGH) is a registered charity (Charity Number 1164903) whose aim is to advance the education of students at Gildredge House in particular by:

- developing effective relationships between the staff, parents and other individuals associated with the school; and
- engaging in activities or providing facilities/equipment which support the school and advance the education of its students.

As a charitable organisation, FoGH needs to act to ensure that it is compliant with the data protection laws. This policy is to clarify how we store and process data, and your rights under the GDPR.

FoGH no longer collects personal data in order to communicate FoGH led events and activities with parents and carers. Gildredge House will provide FoGH with a GDPR compliant dataset of contact details in order to communicate with the school community. FoGH will not store this data and will delete the spreadsheet within 2 hours of receipt.

What personal data does FoGH collect and why

FoGH ticketed events:

- Parents contact details, child's name and class, emergency contact details, details of medical conditions and allergies.
- We will delete this information within 7 days of the event taking place.
- Class lists compiled for attendance at events will be confidentially destroyed within 7 days of the event taking place.

FoGH committee members:

- Members of the FoGH committee receive communications about FoGH executive meetings and fundraising/social events via fogh@gildredgehouse.org.uk
- If you no longer wish to part of the committee please email fogh@gildredgehouse.org.uk and request to be removed.

FoGH event volunteers:

Volunteer name and contact details will be deleted within 7 days of the event taking place.

Raffle tickets:

Raffle tickets containing names and contact details will be confidentially destroyed within 7 days of the event taking place.

Businesses' data:

Contact details of private stall holders and businesses who have donated raffle prizes will be stored securely for 1 year after the event has taken place to enable FoGH to re-approach them on an annual basis. After which, contact details of those businesses who no longer wish to have a stall or donate a raffle prize, will be deleted.

Sharing data:

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

Accessing your data:

If you would like to find out what information the school holds on you, on behalf of FoGH, or you no longer wish to receive information about FoGH events and activities from the school, please email office@gildredgehouse.org.uk

More information:

You can also read more about GDPR on the Information Commissioner's Office (ICO) website <https://ico.org.uk> You have the right to complain to the ICO if you are concerned about how an organisation is handling your data.