Friends of Gildredge House (FOGH)

Data Protection Policy (UK GDPR)

Approved: 5th November 2026
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Charity Number: 1164903

1. Purpose of this Policy

Friends of Gildredge House (FoGH) is committed to processing personal data lawfully, fairly, and transparently, and to handling it responsibly in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy explains:

- how FoGH uses personal data
- what data is collected
- how data is stored and protected
- how long data is kept
- individuals' rights under data protection law

2. Data Protection Principles

FoGH applies the following principles when handling personal data:

- lawfulness, fairness and transparency
- purpose limitation (data used only for FoGH activities)
- data minimisation
- accuracy
- storage limitation
- integrity and confidentiality

3. Lawful Basis for Processing

FoGH processes personal data only where there is a valid lawful basis under UK GDPR. Depending on the activity, this is most likely to be legitimate interests, consent, compliance with a legal obligation, or, where necessary to protect someone's health or safety, vital interests. FoGH will only collect and use the minimum personal data needed for the relevant purpose.

3. Communication and Use of Personal Data

FoGH does not maintain a permanent database of parent, carer, or pupil contact details.

FoGH communicates through a range of approved channels. Some of these involve limited, temporary processing of personal data for specific events, fundraising activities, or administration only.

3.1 FoGH Email Account

FoGH uses a dedicated email address within the Gildredge House school email system (fogh@gildredgehouse.org.uk).

- The account is hosted within the school's secure email infrastructure
- It is used solely for FoGH administration and communication
- Access is restricted to authorised FoGH committee members only
- Access is removed when committee members step down
- Emails are managed in line with the school's IT and retention policies

3.2 Electronic messaging platforms

FoGH may operate via electronic messaging platforms to share information and organise events and activities.

- Membership is optional and controlled by users
- Members may join or leave at any time
- FoGH does not export, store, or maintain membership lists outside of electronic messaging platforms
- Groups are used only for FoGH-related updates and coordination

3.3 Social Media

FoGH may operate social media pages or groups to share information about events and activities.

- Users may choose to follow, join, leave, or unfollow at any time
- FoGH does not download, store, or maintain member or follower data outside the platforms
- Any engagement data remains within the platforms systems

3.4 Physical Communication Methods

FoGH may also communicate through:

- school noticeboards
- printed leaflets
- printed posters/ banners

These methods do not involve digital storage of personal data.

3.5 School Communication Channels

FoGH does not have access to or use the school's parent email distribution lists.

4. Personal Data Collected Directly

FoGH only collects personal data where it is necessary for a specific event, fundraising activity, merchandise order, governance purpose, or administrative task.

4.1 Events and Activities

FoGH may collect:

- parent/carer contact details
- child's name and class
- emergency contact details (where required for safety)
- relevant medical conditions or allergies (for safeguarding purposes only)

This information is used solely for the administration and safe running of the relevant event or activity.

Retention

Event-related data will normally be securely deleted within 7 days after the event has taken place unless a longer retention period is required for legal or financial record-keeping purposes.

4.2 Volunteers

FoGH may collect:

- volunteer names
- contact details

Retention

Volunteer information will normally be deleted within 7 days after the relevant event or activity.

4.3 Third-Party Services for Raffles, Ticketing and Merchandise

FoGH may use approved third-party platforms, websites, or companies to manage raffles, bookings, ticketed events, and merchandise sales such as Christmas cards, tea towels, clothing, and similar fundraising or school-related items. Where these organisations process personal data on FoGH's behalf, they will be treated as service providers or processors as appropriate.

Information collected may include:

- names
- contact details
- ticket or raffle entry information
- order details relating to merchandise purchases, including items ordered, quantities, and collection or delivery information where needed

FoGH may temporarily download spreadsheets or reports from these systems for event administration, order fulfilment, or merchandise sales administration purposes.

Retention

Downloaded data will be securely stored for a limited period only and normally deleted within 7 days after the relevant event, raffle, or merchandise order has concluded, unless a longer retention period is required for financial, governance, or legal purposes.

FoGH does not add this information to a permanent database.

4.4 Committee Members

FoGH may hold:

- names
- contact details
- FoGH-related correspondence

Retention

Information is retained only for the duration of committee membership and removed when a member steps down, unless retention is required for governance or legal purposes.

4.5 Business Contacts

FoGH may collect contact details for:

- stallholders
- sponsors
- donors
- local businesses supporting events or fundraising

Retention

Business contact information may be retained for up to 1 year after the last contact or event in order to support future fundraising or event planning activities.

4.6 Retention Schedule Summary

Data Type	**Retention**
Event attendees	Normally 7 days after the event
Raffle entries	Normally 7 days after the raffle or event
Ticketing exports	Normally 7 days after the event
Merchandise order exports	Normally 7 days after fulfilment unless longer retention is required for financial or legal purposes
Stallholders/business contacts	Up to 1 year after last contact
Committee member contacts	For the duration of the role unless longer retention is required for governance or legal purposes
Electronic messaging and social media platform data	Not stored by FoGH outside the platform unless separately collected for a specific purpose

5. Storage and Security of Data

FoGH takes reasonable and proportionate steps to ensure personal data is handled securely, whether held electronically or in paper form.

This includes:

- restricting access to authorised committee members only
- using approved systems for storage and communication
- securely deleting data when no longer required
- securely destroying paper records where applicable

FoGH does not maintain independent long-term databases of parent or pupil information.

6. Sharing of Personal Data

FoGH does not sell personal data. FoGH only shares personal data with third parties where this is necessary, proportionate, and lawful.

- where required by law
- where consent has been provided, if consent is the appropriate lawful basis
- where necessary for the administration of a specific event, activity, raffle, ticket sale, or merchandise order through an approved service provider
- where necessary to protect an individual's vital interests

7. Individual Rights

Under UK GDPR, individuals have the right to:

- be informed about the collection and use of their personal data
- request access to their personal data
- request correction or completion of inaccurate personal data
- request deletion of personal data, however this does not apply where, amongst other things, processing is necessary to comply with a legal obligation
- object to the way we are using your information, though other than for marketing purposes, this is also limited as above
- withdraw consent, where consent is the legal basis for processing

You also have rights in relation to automated decision making and profiling, though these are not currently relevant as we don't carry out automated decision making or profiling.

Finally, you have the right to seek redress, either through the ICO, or through the courts.

Requests should be sent to: fogh@gildredgehouse.org.uk If you make a request, we will keep a record of the request and any personal data supplied for a suitable period after

its fulfilment, in order to deal with any questions that you, your representatives, or the regulators may have about it.

8. Data Breaches

In the event of a personal data breach, FoGH will act promptly to contain the issue, assess the risks, and take any required follow-up action.

- take appropriate steps to secure the data
- assess any potential risks
- report the breach to the Information Commissioner's Office (ICO) where required
- notify affected individuals where appropriate

9. Policy Review

This policy will be reviewed:

- every two years, or
- sooner if required due to changes in legislation, guidance, committee structure, or FoGH operations

10. Further Information

For more information about data protection rights, individuals can consult the Information Commissioner's Office (ICO).