



FrOGS Privacy Notice

1. Your personal data – what is it?

Personal data is any information (either electronic or on paper) relating to a living individual who can be identified from that data. The way we deal with personal data is governed by the General Data Protection Regulation (GDPR).

2. Who Are We?

We are FrOGS (Friends Of Greentrees School) - the Parent Teacher Association (PTA) of Greentrees Primary School, Salisbury. We are a registered charity number 1096506, registered with PTA UK. We are governed by the PTA committee who is the data controller (makes decisions on how your personal data is processed and for what purposes). You can contact the Chair of the committee with any enquiries relating to this statement or how we use information about you, including if you would like us to stop contacting you.

Details of how to contact us are at the end of this statement.

3. How do we process your personal data?

We comply with our obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; and by protecting personal data from loss, misuse, unauthorised access and disclosure

We use personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the Greentrees school community;
- To fundraise and promote the interests of the charity;
- To manage our committee members, supporters and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform the School community of news, events, and activities run by FrOGS.

4. What is the legal basis for processing your personal data?

- FrOGS process personal data in order to organise and run PTA events and activities. Examples of this data include names and contact details of committee members, class reps, volunteers, supporters and suppliers. It may also include records of attendees at

FrOGS events, such as is necessary either for planning / organising the event or for health and safety reasons (e.g. keeping a register of who is in the building).

- The lawful basis for processing this data is “Legitimate Interests”; a Legitimate Interests Assessment has been performed.
- FrOGS process personal data in the preparation or fulfilment of contracts e.g. when selling tickets for an event / raffle.
 - The lawful basis for processing this data is “Contract”.
- FrOGS process personal data to keep school families up-to-date with FrOGS news and events. An example of this is emailing parents (via the school office) with information about an upcoming event.
 - The lawful basis for processing this data is “Legitimate Interests”; a Legitimate Interests Assessment has been performed.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the FrOGS Committee for purposes connected with FrOGS activities.

We use external providers to help us process and secure your data (for example, our email system, on-line document / list managers and volunteer organisation services). We carefully check that they have adequate procedures in place to keep your data safe, and when it is processed outside the European Economic Area (for example in the USA) that it is covered by agreements which ensure that the standards of data protection in the GDPR are delivered. Apart from this we will only share your data with other organisations if you specifically ask us to. Please contact us using the details below if you wish to know who our current external providers are.

6. How long do we keep your personal data?

We have a policy to ensure that we only keep your data for as long as we need to, and after that it is securely disposed of.

Specifically,

- Personal data relating to particular events (e.g. attendee information) will be deleted as soon as is reasonably practicable after the event has taken place, unless there is operational reason to retain it for a fixed short-term period (e.g. keeping a rota of volunteers from one event to help plan the next one);
- if you have joined a social media group relating to FrOGS (e.g. Facebook) we will not retain your information once you have removed yourself from that group.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of personal data which we hold about you;

- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for us to retain such data;
- The right to withdraw your consent to the processing at any time
- When we are processing data because you have given your consent, or to perform a contract with you, you have the right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (this is known as the right to data portability).
- The right, 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;
- When we process data to provide you with information about FrOGS activities (marketing), in order to carry out our work (legitimate interests) or to produce research statistics, you have the right to object to the processing of personal data (where applicable)
- The right to lodge a complaint with the [Information Commissioner's Office](#).

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

You can contact our Data Protection Champions by email frogspta@hotmail.co.uk or pass on a message via the Greentrees School Office (01722 340596).

You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or by writing to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.