

The Parent Teacher Association of Katharine Lady Berkeley School

GDPR UK: Parents and Benefactors Privacy Notice

At The Parent Teacher Association of Katharine Lady Berkeley School, (the school) we respect your privacy, and we understand the importance of protecting your personal information. This privacy notice will inform you of:

- Who we are
- The basis for processing your data
- The data we collect from you
- Why we use your personal data
- How long we will keep it for
- Your rights

1. Who we are

We are The Parent Teacher Association of Katharine Lady Berkeley School (KLB Friends) a charity registered with the Charities Commission, charity registration number 1078177. We are a Parent Teacher Association; the Secretary and Trustees are the data processors on behalf of the school of your personal information. Our address is Katharine Lady Berkeley School, Wotton-under-Edge, GL12 8RB.

If you have any questions about this policy, you can contact us by emailing klbfriends@klbschool.org.uk. You will also find further information about your personal information rights at the Information Commissioner's Office website: <https://ico.org.uk/>.

This version of our privacy policy was last updated on 28th August 2023.

2. The basis for processing your data

KLB Friends processes your data under the following lawful bases.

Article 6 of the UK GDPR

- (a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- (f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

Article 9 of the UK GDPR

- (d) processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects;

KLB Friends processes your data to enable us to fundraise for the school. Some of the activities we may need to process your data for are below, please note that this list is not exhaustive and there are many other possible fundraising opportunities that we may explore.

- Contact individuals for support and help at school fundraising events
- Compile a list of attendees and year group for school fundraising events
- Compile a list of emergency contact numbers for parents
- Contact winners of raffles and arrange prize collections/delivery.
- Complete Donation transactions
- Raffle entries

3. The data we collect about you

Personal data, or personal information, means any information about you from which you can be identified.

This is the type of information we might collect from you:

Contact Data	name, address, email address, telephone number.
Other Relevant Data	events you would be willing to help at
Communications Data	emails, notes and records of conversations.
Sensitive Data	information on which year your child is in at the school your bank details

As regards any Sensitive Data, we will only collect this from you if the information is necessary in your work as a fundraiser for the school. You can ask us to stop processing your Sensitive Data by contacting us at any time.

If you don't provide personal information

We may not be able to fundraise for the school.

4. Disclosures of your personal information

At some point, we might need to show your personal information to other educational grant giving charities or schools who are interested in working with KLB Friends to pursue its charitable objectives and may increase the possibility that KLB Friends are able to raise funds.

We require anyone who has your personal information to keep it securely. They are not allowed to do anything with your information unless we tell them they can.

5. How long will you use my personal information for?

We will retain information as long as your child attends the school. Once your child leaves the school, all personal information will be securely destroyed.

6. Your legal rights

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns about data protection before you approach the ICO so please contact us first.

You also have the right in certain circumstances to ask us:

- to give you a copy of all your personal information
- to correct or delete your personal information
- to object to or restrict the processing of your personal information
- to ask us to give your personal information to someone else.