

## Privacy Notice

This Privacy Notice applies to information we, East Bergholt VC Primary School PFA collect about individuals who interact with our organisation. It explains what personal information we collect and how we use it. If you have any comments about this notice, feel free to contact us at [eastbergholtprimary.pfa@gmail.com](mailto:eastbergholtprimary.pfa@gmail.com)

### 1. Personal data that we process

The following table explains the types of data we collect and the legal basis on which this data is processed.

Purpose	Data (key elements)	Basis
Trustee details	Name, email, address, date of birth, telephone no.	Legal obligation
PFA member details	Name, email, telephone no.	Legitimate interests
Membership of 50:50 Club	Name, email, address, bank details	Contract
Making a donation	Name, email, address, payment information	Legitimate interests
Enquiries	Name, email	Legitimate interests
Volunteer details	Name	Legitimate interests
Pupil details	Name, class, carer telephone no.	Legitimate interests

### 2. How we use your data

We will only use your data in a manner that is appropriate considering the basis on which that data was collected. We do not currently process data on the basis of consent.

### 3. When we share your data

We may have to share your personal data with third parties in the following circumstances:

- when a third party is producing fundraising products for us which include pupil names and class e.g. tea towels and Christmas cards
- we are required by law to share your data

We require all third parties to respect the security of your personal data and treat it in accordance with the law.

### 4. How long we keep your data

We ensure that we only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required.

### 5. Rights you have over your data

- You have the right to ask for access to, rectification and/or deletion of your information.
- You have the right to lodge a complaint with the Information Commissioner.

A full summary of your legal rights over your data can be found here: <https://ico.org.uk/>

### 6. Cookies and website access

We do not use cookies to collect personal information on our website. There are links to external bodies who do use cookies subject to their own privacy policies.

#### **7. Modifications**

We may modify this Privacy Notice from time to time and will publish the most current version on our website.