

St Helen and St Katharine Parents' Association Privacy Notice

This Privacy Notice explains when and why we collect personal information about our members, how we use it, how we keep it secure and your rights in relation to it.

We may collect, use and store your personal data, as described in this Privacy Notice and as described when we collect data from you.

We reserve the right to amend this Privacy Notice from time to time without prior notice. You are advised to check our page on the [school website](http://www.shsk.org.uk/the-school/people/parents-association.aspx): www.shsk.org.uk/the-school/people/parents-association.aspx where the latest copy will be published.

We will always comply with the General Data Protection Regulation (GDPR) and the UK Data Protection Act when dealing with your personal data. Further details on GDPR can be found on the website of the [Information Commissioner](http://www.ico.org.uk) (www.ico.org.uk). For the purposes of GDPR, we will be the Data Controller of all personal data we hold about you.

Who are we?

We are the St Helen and St Katharine Parents' Association (SHSK PA), a parent-run association supporting parents at St Helen and St Katharine. We can be contacted by post c/o St Helen and St Katharine, Faringdon Road, Abingdon, OX14 1BE or by email at shskpa@gmail.com.

How we collect your data

We collect your data when:

- Your daughter joins the School **and** you opt in to help the SHSK PA or participate in fundraising activities
- When you sign up to attend a SHSK PA event
- If you choose to contact the SHSK PA at any other time

What information we collect and why

In the table below are types of information we may hold.

Type of information	Purpose	Legal Basis of Processing
Parent names, email addresses	To allow communication with parents and to allow parents to connect with each other	Legitimate interest: meeting the society's commitment to the member
Student' names and current year group	To allow committee members to communicate with parents or guardians of students in specific year groups	Legitimate interest: meeting the society's commitment to the member
Level of support offered	To identify parents willing to help at social events	Consent: the parent is not required to support at events. They can agree to, or simply ignore, requests for help.
Photographic consent	To use images to support the raising of funds, to celebrate the success of events and to encourage participation	Consent: parents may withdraw their consent by contacting us by email.

How we will protect your data

We will not transfer your personal data to anyone outside the SHSK PA committee (unless consent is received from you) or St Helen and St Katharine.

We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse or unauthorised alteration or destruction. Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

Any online payments are taken via the school system, please refer to the school Data Protection (Privacy) Notice for further details.

We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

Who else has access to the information you provide us?

We receive your initial contact information from St Helen and St Katharine (with your consent). It may be necessary to further share your information with St Helen and St Katharine in certain circumstances, for instance, in the unlikely event that a social event is not paid for.

We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law.

We will never sell your personal data.

How long do we keep your information?

We will hold your personal data on our systems for as long as you are a parent at St Helen and St Katharine and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations, eg compliance with tax requirements and the establishment, exercise or defence of legal claims.

SHSK PA seeks to promote the success of our Parents' Association and therefore we may use images from our social events on the school website and social media feeds. For this reason, we may keep images or video for longer periods than your membership of the Parents' Association.

Your rights

You have rights under GDPR:

- To access your personal data
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased in certain circumstances
- To object to or restrict how your personal data is processed
- To have your personal data transferred to yourself or to another business in certain circumstances.

You have the right to take any complaints about how we process your personal data to the [Information Commissioner: https://ico.org.uk/concerns/](https://ico.org.uk/concerns/) or by phone on 0303 123 1113 or by post:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing by post to:

SHSK Parents' Association, c/o St Helen and St Katharine
Faringdon Road
Abingdon
OX14 1BE