

## PRIVACY NOTICE

### 'Friends of Beecholme' for Beecholme Primary School

We are the Friends of Beecholme (FoB) for Beecholme Primary School, created to support Beecholme Primary School and its pupils. This document describes the information we collect about parents and pupils attending Beecholme Primary School and how we use and share this information.

Under data protection legislation the Fob is the data controller of the personal information we hold. The Friends of Beecholme designates Shamila Khorughdarry as its representative with regards to Data Protection.

The postal address is: Friends of Beecholme, Beecholme Primary School, Edgehill Road, Mitcham, Surrey, CR4 2HZ.

#### **Why we collect and use your information**

The FoB is a non-profit charity that raises money to support the education provided by Beecholme Primary School. Personal data is collected and processed to enable us to fundraise on the school's behalf and to provide events for the school community. Information we may hold include names, classes, addresses, dietary/medical and payment date (this does **not** include information on methods of payment or card numbers) Friends of Beecholme accept responsibility for the data that is shared with us by the school.

Other reasons for collecting the information is to;

- Check payment for ticketing or purchasing FoB products;
- Ensure dietary requirements are met where it is of vital interest of the child;
- Provide appropriate care for children's medical needs.

On occasions photographs are taken by the Friends of Beecholme at school events, we will always seek your consent before using photographs. If you give consent, you may change your mind at any time.

When we collect personal information on our forms, we will make it clear our reasons for collecting the data, you can withdraw consent at any time. If you wish to do so you may need to discuss alternative methods of booking and paying for events.

Processing of this data is necessary for legitimate interests of the association.

#### **When we give information to others**

This information will only ever be shared with Committee Members of the FoB whom are responsible for organising each event. In the event of a medical emergency at an event, dietary/ medical information may be shared with emergency services.

#### **How long do we keep information?**

Information is only kept as long as long as necessary. Information held will be in our events file in paper form. This will be kept confidentially and securely for the duration of the event. Names, classes and payment date

sheets will be retained for a maximum of 3 weeks following an event to allow Friends of Beecholme time to ensure payments have been received.

All dietary and medical information will be shredded or disposed of in confidential bins at the end of an event.

### **How we use Social Media groups**

Friends of Beecholme do not currently have an official Facebook group. Friends of Beecholme have no responsibility for other social media platforms associated with the school.

### **Requesting access to your personal data**

Under data protection legislation, parents/guardians have the right to request access to view the information that we hold about them and their children. Requests for access to view your personal information must be recorded in writing. You may make a request verbally by speaking to a member of the FoB committee who will record your request.

Written requests should be emailed to [office@beecholme.merton.sch.uk](mailto:office@beecholme.merton.sch.uk) and marked for the attention of the Friends of Beecholme Secretary.

All queries regarding data held within the school should be addressed to the school DPO – Open Air, details of which can be found in the Privacy Statement and School Data Policy on the school website. If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance by the methods mentioned above. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

or contact at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 113 or 01625 545 745