

# DATA PRIVACY NOTICE

## Friends of Malvern Way ( FomW)

### 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### 2. Who are we?

Friends of Malvern Way is the Data Controller and decides how your personal data is processed and for what purposes.

Our full details are:

Full name of legal entity: **Friends of Malvern Way**

Email address: **friendsofmalvernway@gmail.com**

Postal address: **Malvern Way School, Malvern Way, Croxley Green, Herts, WD3 3QQ**

### 3. What data do we collect?

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

**Identity Data** includes first name, last name, email address or similar identifier.

**Contact Data** includes address, email address and telephone numbers.

**Transaction Data** includes details about payments from you and to you and other details of products and services you have purchased from us.

We do not collect any **Special Categories of Personal Data** about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data). Nor do we collect any information about criminal convictions and offences. However, it may be necessary to collect information relating to the health of an individual attending an event in order to ensure the smooth running of that event. Where this information is being collected we will inform you as to why we are processing this data and how long we intend to retain the data for. We will also take appropriate technical and organisational measures to ensure a level of security appropriate to the risk and ongoing integrity of that data.

### 4. How is your personal data collected?

We collect data from you through:

**Direct interactions.** You may give us your Identity and Contact Data by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you:

- complete a form to attend an event ( paper on online )
- enter a competition e.g raffle
- give us some feedback

### Sales at an Event

If you wish you are able to make a payment using an iZettle card reader. We do not retain any of your card details, and if you opt to have an email receipt sent to you, we do not add your email address to a mailing list. The card reader provider, iZettle, does need to use your card details in order to take payment and transfer it to FoMW To read iZettle's Privacy Policy, please visit [www.izettle.com/gb/privacy-policy](http://www.izettle.com/gb/privacy-policy)

### PTA Events

Some events will require attendees to complete a consent form, purchase a ticket or buy a product. To process this data we use [www.pta-events.co.uk/fomw](http://www.pta-events.co.uk/fomw)

This may require us to collect

- **Booking name**
- **Child's name**
- **Contact details**
- **Details of allergies**
- **Details of medical needs**
- **Payment details** (Stripe is used to take payment, more secure way to pay online and your financial details are never shared with FoMW. Stripe use SSL (secure socket layers) which encrypt all the data with 256 bit encryption.)

Once the event is over the data will be as stated in the data retention sheet.

For a copy of PTA Events Privacy Policy please go to <https://www.pta-events.co.uk/fomw/index.cfm?event=privacy#.XH7wfij7Tic>

## 5. How we use your personal data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- To enable us to provide a voluntary service for the benefit of the children at Malvern Way Infants and Nursery School;
- To fundraise and promote the interests of the charity;
- To maintain our own accounts and records (including the processing of expense forms);
- To inform you of news, events and activities.
- Where we need to comply with a legal or regulatory obligation.
- Where it is necessary for our legitimate interests and your interests and fundamental rights do not override those interests.

## Third Party Marketing

We do not currently share your information with any other third parties for marketing. If we were to share your information with third parties then we will get your express opt-in consent before we share your personal data with any company or organisation outside FoMW for marketing purposes.

## 6. How do we process your personal data?

Friends of Malvern Way complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining unnecessary or excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

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

We have set out below a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data.

Purpose/Activity	Type of data	Lawful basis for processing including basis of legitimate interest
To keep you informed about news, meetings and events.	(a) Identity (b) Contact	Necessary for our legitimate interests (to develop our products/services and grow our PTA)
To process and deliver your order including: (a) Manage payments and charges	(a) Identity (b) Contact	(a) Performance of a contract with you  (b) Necessary for our legitimate interests (to recover debts due to us)

(b) Collect and recover money owed to us	(c) Financial (d) Transaction (e) Marketing and Communications	
To manage our relationship with you which will include:  (a) Notifying you about changes to our terms or privacy policy  (b) Asking you for feedback about an event	(a) Identity (b) Contact (c) Profile (d) Marketing and Communications	(a) Performance of a contract with you  (b) Necessary to comply with a legal obligation  (c) Necessary for our legitimate interests (to keep our records updated and to study how customers use our products/services)
To enable you to partake in a raffle or competition.	(a) Identity (b) Contact (c) Profile (d) Usage (e) Marketing and Communications	(a) Performance of a contract with you  (b) Necessary for our legitimate interests (to study how customers use our products/services, to develop them and grow our PTA)
To make suggestions and recommendations to you about goods or services that may be of interest to you.	(a) Identity (b) Contact (c) Usage (d) Profile	Necessary for our legitimate interests (to develop our products/services and grow our PTA)
To enable you to reimbursed for any expenses incurred	(a) Identity (b) Contact (c) Financial	(a) Performance of a contract with you  (b) Necessary to comply with a legal obligation

## 8. Storing and Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other trustees, committee members or those organising events, when required and necessary, in order to carry out tasks such as, organising food, producing a rota, updating you about an event, etc. Within 7 days of an event finishing paper copies of personal data that has been collected e.g names and contact numbers, rotas, raffle tickets etc will be destroyed. We will only share your data with third parties outside of FoMW with your consent.

Personal data will be stored using a secure online file store which trustees can log into using mobile devices. Passwords will be changed regularly. Files will be deleted within 7 days of an event ending. Emails will only ever be sent from Friends of Malvern Way (FoMW) email addresses, never from a personal address. Emails may be sent and read from Trustees mobile devices.

AGM and Committee meeting minutes will be shared on the schools website and via Parentmail.

## 9. How long do we keep your personal data?

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data.

We keep data in accordance with the guidance set out in the data retention sheet.

Specifically, expense requests and associated paperwork for up to 6 years after the calendar year to which they relate.

## 10. External Transfers

External third parties, for example Google Forms, maybe based outside the European Economic Area (EEA) so their processing of your personal data will involve a transfer of data outside the EEA.

Whenever we transfer your personal data out of the EEA, we ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

- We will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission. For further details, see [European Commission: Adequacy of the protection of personal data in non-EU countries](#).
- Where we use certain service providers, we may use specific contracts approved by the European Commission which give personal data the same protection it has in Europe. For further details, see [European Commission: Model contracts for the transfer of personal data to third countries](#).
- Where we use providers based in the US, we may transfer data to them if they are part of the Privacy Shield which requires them to provide similar protection to personal data shared between the Europe and the US. For further details, see [European Commission: EU-US Privacy Shield](#).

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

## 11. Data Security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

### 11. 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 your personal data which FoMW holds about you;
- The right to request that the FoMW corrects 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 the FoMW to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is*

*necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].

- 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;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

## **12. 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.

## **13. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the FoMW Secretary at [friendsofmalvernway@gmail.com](mailto:friendsofmalvernway@gmail.com)

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

## **GLOSSARY**

### **LAWFUL BASIS**

**Consent:** the individual has given clear consent for you to process their personal data for a specific purpose.

**Legitimate Interest** means the interest of our PTA in conducting and managing our organisation to enable us to give you the best service/product and the best and most secure experience. We make sure we consider and balance any potential impact on you (both positive and negative) and your rights before we process your personal data for our legitimate interests. We do not use your personal data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law).

**Performance of Contract** means processing your data where it is necessary for the performance of a contract to which you are a party or to take steps at your request before entering into such a contract.

**Comply with a legal or regulatory obligation** means processing your personal data where it is necessary for compliance with a legal or regulatory obligation that we are subject to.