

Friends Of Stedham (FOSS) School Privacy Notice

The EU General Data Protection Regulation (GDPR)

On the 25th May 2018 the General Data Protection Regulation (GDPR) will be applicable and the current Data Protection Act (DPA) will be updated by a new Act giving effect to its provisions. Before that time the DPA will continue to apply.

Data Controller

Friends of Stedham School (FOSS) complies with the GDPR and but does not process electronic data so is exempt from registration with the IC.

We ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

The Legal Basis for Processing Personal Data

The main reason that the FOSS processes personal data is because it is necessary in order to enable it to perform tasks carried out in the student's and schools interest. Our legal basis for this is 'Legitimate Interest'.

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, contact details, dietary requirements and carers details)

How we use information

We collect and hold personal information relating to Stedham School pupils and parents.

We use this personal data to:

- Register pupils for FOSS events

Who we share data with

We do not share data with any third parties

Retention Periods

Personal data will not be retained by FOSS for longer than necessary in relation to the purposes for which they were collected. Personal data collected for events is destroyed following each event.

Photographs

FOSS may take photographs, videos or webcam recordings of pupils or students for official use, monitoring and for educational purposes. You will be made aware that this is happening and the context in which the photograph will be used.

Photographs may also be taken of those attending a ceremony which may appear in the newspaper. You will be made aware that this is happening and the context in which the photograph will be used.

Rights

You have the right to:

1. be informed of data processing (which is covered by this Privacy Notice)
2. access information (also known as a Subject Access Request)
3. have inaccuracies corrected
4. have information erased
5. restrict processing
6. Complain to the Information Commissioner's Office (See below)

To exercise any of these rights please contact a FOSS representative or the school directly.

Complaints to ICO

If you are unhappy with the way your request has been handled, you may wish to ask for a review of our decision by contacting the DPO.

If you are not content with the outcome of the internal review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted our internal review procedure. The Information Commissioner can be contacted at:

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