

# **Friends of Bury School** **GDPR Policy**



**The Friends of Bury School (FoBS)**  
**Bury Church of England Primary School**

**Owls End, Bury, Ramsey, Cambs, PE26 2NJ**

This policy explains how our Association applies the General Data Protection Regulation (GDPR) effective from 25 May 2018

## **Summary**

FoBS does not collect or use personal data or information regarding the parents/carers and/or children through Bury Church of England Primary School.

## **Email Communications**

All email communications regarding FoBS are sent via the School email database and no member of the Committee or associated with it have access to this outside of those directly employed and/or engaged by the School and follow their GDPR rules and guidelines.

## **Parent Communications**

Additional communications may be through leaflets/information in pupil bookbags. Any information is provided to the School by FoBS and the School are responsible for the direct distribution through pupil's bookbags.

## **Social Media Use**

FoBS use Facebook to communicate events, ask for volunteers and share information with it's members. Members actively request to be added to be a member. FoBS do not approach any Facebook member to ask them to join the page. By becoming a member of the FoBS Facebook page, is consent for access to this information and your membership to be visible to Administrators and others in the Closed Group.

Personal information such as email addresses or personal phone numbers will be removed by the Group Administrators if not appropriate or to be held in line with GDPR rules.

## **Attendance of Events**

FoBS do not collect any information regarding pupils names/details on the attendance of events. If an event requires the collection of names of pupils, this will be managed directly by the School in conjunction with FoBS and no names, details or information will be retained by any member of FoBS.

## **Changes in Circumstances**

In the event there is any change to this Policy, notification will be given to discuss and agree an update at a future meeting and the Policy updated accordingly.

### FoBS GDPR Policy – Audit Update

Date	Changes	Approved