



# Bishop Aldhelm's CE Primary School

*Loved by God; United in Learning*

Headteacher: Scott Tait Deputy Headteacher: Lizzie Sharpe

## Bishop Aldhelm's PSA privacy notice

**2023-24**

Please read this policy in conjunction with our school's GDPR policy.

### **Our contact details**

Name: Bishop Aldhelm's PSA

Address: Bishop Aldhelm's Primary School, Winston Avenue

E-mail: [psa@bishopaldhelms.poole.sch.uk](mailto:psa@bishopaldhelms.poole.sch.uk)

### **The type of personal information we collect:**

We currently collect and process the following information:

- Parent and child names
- Children's classes
- Contact numbers and email addresses.
- Children's sensitive information such as allergies and relevant medical conditions.

### **How we get the personal information and why we have it:**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Buying an entry ticket for your child to attend an event
- Purchasing an item available from the PSA through the PSA store.
- Volunteering to support an event
- You may email us regarding your child, such as questions regarding their attendance at a specific event.

We use the information that you have given us in order to ensure all children who would like to partake in an activity or product offered the PSA receive their entry ticket/product. All details regarding specific events will be destroyed seven days after an event and for products purchased, 30 days after collection.

To effectively co-ordinate volunteers for events. We will make it clear that you can either provide your details for a one off event for a period from when your details are provided until seven days after an event has taken place; or for us to keep your details longer term to inform you of future events - we will check annually whether you wish to remain on our contact list. Contact details will be removed following a year with no contact.

**Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:**



Bishop Aldhelm's CE Primary School  
Winston Ave, Poole, BH12 1PG  
01202 715100  
[office@bishopaldhelms.poole.sch.uk](mailto:office@bishopaldhelms.poole.sch.uk)



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- Your consent. You are able to remove your consent at any time. You can do this by contacting Beth or Tim through [psa@bishopaldhelms.poole.sch.uk](mailto:psa@bishopaldhelms.poole.sch.uk)
- We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest.

Bishop Aldhelm's Parent School Association is separate to Bishop Aldhelm's primary school and information is not shared between without explicit consent or in light of a legal obligation such as safeguarding matters.



PROUD TO BE A  
MUSIC MARK  
SCHOOL



Bishop Aldhelm's CE Primary School  
Winston Ave, Poole, BH12 1PG  
01202 715100  
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