

## **Privacy Statement for Brinkworth Earl Danby's School Association (BEDSA)**

Maintaining the security of your data is our priority and we are committed to respecting your privacy rights. We pledge to handle your data fairly and securely at all times.

### **How we use your data**

The information you supply via reply slips is collected from both sites by a designated BEDSA committee member. Any information supplied by you via e-mail is accessed by key BEDSA committee members only who have access to the BEDSA email account.

For any BEDSA events such as discos, film clubs, summer BBQ, information supplied by you on the permission/reply slips and order forms is loaded onto a password protected spreadsheet by the Lead BEDSA Committee member for that event and this is shared with the BEDSA Chairperson, BEDSA Treasurer and the school admin team as necessary. Payment information is only shared with the Treasurer. Spreadsheets required for event registration purposes are printed and held by the Lead Event Committee member.

Data is only passed onto third parties to process orders such as Christmas cards. Data you supply is input onto the third party's online order system on behalf of a BEDSA committee member for that order only.

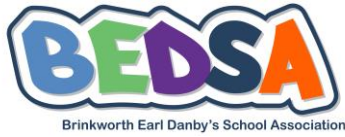
On some occasions, BEDSA may run a raffle with tickets sold in advance. These tickets are held securely by the Lead BEDSA Committee member for that fundraising activity and will be disposed of in a secure manner as soon as practicable once the draw has been concluded.

Any personal data supplied to us for any volunteers are obtained with your consent and are held by the BEDSA Chairperson within a password protected spreadsheet until consent is withdrawn. Volunteer information may be shared with the Lead Event Committee member and other event volunteers for the running of the event only once permission has been sought. Volunteers are requested to contact the BEDSA email account and in doing so they are granting permission for BEDSA to contact them in relation to the specific event for which they want to volunteer.

BEDSA has a Facebook page which is used to promote events only. It is not a tool to share personal information. Facebook is moderated by a BEDSA Communications lead and will ensure any posts which contain personal data is not shared. BEDSA cannot control any comments made by individuals which contain any personal data, however in the event that this happens, then BEDSA will take responsibility to remind users of the page not to share personal data.

### **What personal data do we collect**

BEDSA communications are issued on behalf of School via the ParentPay platform. Consent is obtained by School to communicate with parents about PTA matters.



When you complete BEDSA event permission slips and order forms we collect information about you or your child/children. We also collect information about you when you voluntarily offer your services or participate in our raffles. We will only request information which is relevant for the purpose for which it is required.

### **Sensitive personal data:**

For some BEDSA events we will need information on any allergies your child has as the school is unable to share this with us. In providing this information, you will be agreeing to share this with any volunteers running that specific event as it is necessary for us to protect the 'vital interests' of your child.

### **How we protect your data**

Data will be disposed of in a secure manner as soon as possible once the event has concluded. BEDSA committee members involved in the particular event will delete any password protected spreadsheets after the event. One version will be held within the BEDSA email for the duration of the academic year. At the start of September, any password protected spreadsheets held in the BEDSA email account will be permanently deleted. Please note that the BEDSA Treasurer may hold relevant payment information for up to 6 years for auditing purposes. Any volunteers who wish to remove consent for BEDSA storing their personal information must contact [bedsacontact@gmail.com](mailto:bedsacontact@gmail.com). BEDSA will remove any details within one week of receiving the request.

### **How to contact us**

Please contact [bedsacontact@gmail.com](mailto:bedsacontact@gmail.com) and our BEDSA Chairperson will help and answer questions about our Privacy Statement.

May 2018