



WGSG PFA PRIVACY POLICY STATEMENT

This Privacy Policy sets out how the PFA collects, uses and stores the personal data you provide us, in compliance with the 1998 Data Protection Act (DPA) and, with effect from 25 May 2018, the General Data Protection Regulation (GDPR).

1. Who are we?

We are an independent charity, number: 1035925, whose registered address is: Wilmington Grammar School for Girls, Parsons Lane, Wilmington, Kent, DA2 7BB.

As a charity, our principal activity is to support the school through fundraising initiatives and events monies and raise monies for additional resources not provided within the school budget. To enable us to operate, the PFA carries out activities that necessitates collecting and processing personal data.

2. What information do we collect?

We may collect, use and store personal information when you and/or your son/daughter (as applicable) participate in any the following:

i. PFA Helpers and Committee Members

- Parent/carer's name
- Contact details – phone & email
- Student's name & form

ii. WGSG Monthly Draw and other charity lotteries or raffles

- Parent/carer's name
- Contact details – phone & email
- Student's name & form
- Date when standing order has been set up

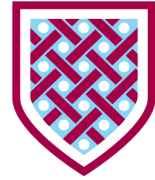
iii. PTA-organised Events

- Parent/carer's name
- Contact details – phone & email
- Student's name and form

3. How do we use personal information?

We may use your personal information for the following purposes:

- PFA Helpers and Committee Members** – to enable the PFA to coordinate meetings, make decisions and organise events effectively and efficiently.



- ii. **WGSG Monthly Draw, Christmas Draw and other prize-winning competitions** – to allow the PFA to notify members of cash prizes or other relevant information and help us manage the draw in an efficient manner.
- iii. **PFA-organised Events** – to facilitate payment, monitor event attendance and for emergency contact purposes.

4. What legal basis do we have for processing your personal data?

We will only collect and use your personal data for PFA-related activities and in accordance with GDPR, i.e. if:

- We have a genuine and legitimate reason
- We are not harming any of your rights and interests, and
- We have obtained your consent to use it in a certain way.

5. When do we share personal data?

We will treat your personal data confidentially and will not share your information with third parties.

6. Where do we store and process personal data?

Your personal information will be stored in accordance with the guidance issues by the UK Information Commissioner's Office. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy.

7. How do we secure personal data?

We will ensure all data that you give us is kept securely and restricted to those with a 'need to know'. We are committed to protecting information about you and your children.

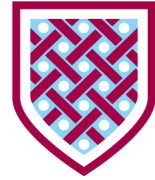
8. How long do we keep your personal data for?

We will hold your information only as long as necessary for the purposes set out above.

9. Your rights in relation to personal data

Under the GDPR, you have the following rights as an individual:

- **Access to personal information** – you may request a copy of the information we hold about you, which will be provided to you within one month
- **Correction and Deletion** – you may ask us to update or amend the information we hold about you if it is wrong or remove your personal information from our records



- **Withdrawal of Consent** – where we have obtained consent, you may withdraw your consent at any time.
- **Data Portability** – you may obtain and reuse your personal data for your own purposes
- **Restriction of processing and objection**– in certain circumstances, we may store, but not use, your data, if requested, or you may object to the processing of your information for marketing purposes

You can also read more about GDPR on the Information Commissioner’s Office (ICO) website at www.ico.org.uk. You have the right to complain to the ICO if you are concerned about how an organisation is handling your data.

10. How to contact us?

To contact us, please write to us at the following address: Parents & Friends Association, c/o Wilmington Grammar School for Girls, Parsons Lane, Wilmington, Kent, DA2 7BB.