

# **GDPR Compliance Statement**

At Friends of St Peter's School, we take your privacy seriously and are committed to complying with the General Data Protection Regulation (GDPR). We collect and process personal data only where necessary to carry out our legitimate activities, such as organising events, managing communications, and supporting school fundraising.

All data is handled securely, is never shared without consent unless legally required, and is only kept for as long as necessary. You have the right to access, correct, or request deletion of your personal information at any time.

For more information, please refer to our full GDPR Privacy Policy or contact us at [Fospscowfold@gmail.com](mailto:Fospscowfold@gmail.com)

# Friends of St Peter's School - GDPR Privacy Policy

**Friends of St Peter's School (FoSPS)**

**Charity Number: 1114825**

**Effective Date:** 22<sup>nd</sup> May 2025

**Review Date:** 22<sup>nd</sup> May 2026

## 1. Who We Are

We are the St Peter's Primary School (Cowfold), Friends of group, a voluntary organisation that supports the school community by organising events and fundraising activities.

## 2. What Data We Collect

We may collect the following personal information:

- Names
- Contact details (e.g., phone numbers, email addresses)
- Child's name and class (for event planning purposes)
- Payment information
- Photos (with consent)

## 3. Personally Identifiable Information (PII) and Sensitive Information

Under GDPR, **personal data** refers to any information that can identify an individual, either directly or indirectly. This includes:

### Personally Identifiable Information (PII)

- First name and last name
- Email address
- Telephone number
- Postal address
- Child's name and class
- Any other information that could be used to identify someone directly or indirectly

PII must always be handled in line with our GDPR policies: collected only when necessary, stored securely, accessed only by authorised members, and deleted once no longer needed.

### Sensitive Information (Special Category Data)

This refers to more private data that requires a higher level of protection:

- Race or ethnic origin
- Gender or sexual orientation
- Medical or health information
- Religious or philosophical beliefs
- Any other information considered "special category" under GDPR

## **FoSPS does not routinely collect sensitive data.**

If there is ever a need to collect such information (e.g., for accessibility or dietary needs at an event), it must:

- Have a clear, justified purpose
- Be collected with **explicit, informed consent**
- Be accessed only by the minimum number of necessary committee members
- Be stored securely and encrypted/password-protected
- Be deleted as soon as the purpose is fulfilled

All handling of sensitive information must follow the highest level of data protection and be aligned with GDPR principles.

## **4. Why We Collect Your Data**

We use your data to:

- Organise and run events
- Communicate with parents and carers
- Manage volunteers
- Process payments or donations
- Keep you informed of our activities

## **5. How We Collect Your Data**

We collect data:

- Through sign-up forms (paper or online)
- When you volunteer or attend events
- Via email communication
- From payment platforms (e.g. bank transfers)

## **6. How We Store and Protect Your Data**

- Data is stored securely, either on password-protected computers or secure cloud services.
- Only authorised FoSPS members have access to stored personal information.
- We do not share your data with third parties without your consent, unless legally required.

## **7. How Long We Keep Your Data**

We retain your data only as long as necessary for the purpose it was collected, and in line with our data retention policy. Typically, data will be reviewed and deleted annually.

## **8. Your Rights Under GDPR**

You have the right to:

- Access the personal data we hold about you
- Correct inaccurate data
- Request deletion of your data
- Withdraw consent at any time

To make a request, contact us at [fospscowfold@gmail.com](mailto:fospscowfold@gmail.com)

## **9. Photos and Event Media**

We may take photos at events for promotional purposes (e.g., school newsletter, social media). We will only use photos of individuals with prior consent. Consent can be withdrawn at any time by contacting [fospscowfold@gmail.com](mailto:fospscowfold@gmail.com).

## **10. Contact Us**

If you have any questions about this policy or your data, please contact:

**Kirsty Charlton**

**Email:** [fospscowfold@gmail.com](mailto:fospscowfold@gmail.com)

# Data Retention Policy

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## 1. Purpose

This Data Retention Policy sets out how Friends of St Peters School stores and disposes of personal data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Charities Act 2011. The policy ensures FoSPS retains data only for as long as necessary to fulfil its charitable purposes and legal obligations.

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## 2. Scope

This policy applies to all personal data collected or processed by FoSPS, whether in electronic or paper format, including data collected through Microsoft Forms, spreadsheets, email, and mobile devices.

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## 3. Responsibilities

The FoSPS committee is collectively responsible for ensuring that personal data is:

- Collected and stored lawfully
  - Accessed only by authorised individuals
  - Retained only for as long as necessary
  - Deleted or anonymised securely and on time
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## 4. Retention Schedule

Type of Data	Retention Period	Reason / Legal Basis
Financial records (incl. spreadsheets)	6 years	Required under Charities Act 2011 and HMRC guidelines
Event-related forms and contact data	6 months after event	Operational need; allows follow-up and review
Photo consent forms	While consent is valid or until withdrawn	UK GDPR – Consent-based processing
Photographs/videos (with consent)	Until consent withdrawn or review every 2 years	Used for publicity; reviewed to ensure relevance
Committee contact details	While active + 1 year after stepping down	Internal continuity and accountability
Membership records	While member is active + 1 year	Operational necessity

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## 5. Data Disposal

- **Electronic data** (e.g. Microsoft Forms, SharePoint, spreadsheets) will be deleted using secure deletion methods by authorised committee members.
  - **Paper documents** will be shredded or securely destroyed.
  - Data stored on phones or emails will be reviewed and deleted according to the same timeframes.
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## 6. Security & Access

Personal data is stored securely:

- In SharePoint, protected by Microsoft's security protocols
  - On committee members' password-protected devices and emails  
Only current FoSPS committee members have access to personal data. Access is revoked promptly when a member leaves the committee.
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## 7. Subject Access & Erasure Requests

Individuals may request access to, correction of, or deletion of their personal data at any time by contacting FoSPS at [fospscowfold@gmail.com](mailto:fospscowfold@gmail.com)

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## 8. Review of Policy

This policy is reviewed annually or sooner if there is a change in data protection law or FoSPS practices.

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**Approved by:**

Kirsty Charlton

**Position:** Chair of FoSPS

**Date:** 22<sup>nd</sup> May 2025