friends
OF HOLMEWOOD

PRIVACY NOTICE

This privacy notice sets out how the Friends of Holmewood PTA uses and protects any information that you give the Friends of Holmewood.

We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy notice.

WHO ARE WE?

The Friends of Holmewood is the Parent Teacher Association (PTA) at Holmewood House School. As a parent/guardian of a Holmewood pupil, you are automatically a member of the Friends of Holmewood. Like all PTAs, we organise social events for parents and pupils and raise funds for the school and charity

HOW DO WE COLLECT INFORMATION AND WHAT INFORMATION DO WE KEEP ABOUT YOU?

When you complete PTA forms or email us, we may record your personal information. The use of this data will be made in accordance with FOH's **legitimate interests**, predominately in maintaining relationships with the school community which is one of our main charitable objectives.

We may collect the following information:

- Your name and your child/ren's name(s) and class
- Contact information including email address, phone number, home address
- Demographic information such as age of children, preferences e.g. dietary requirements and interests
- Other information relevant to research and/or promotions

WHAT DO WE DO WITH THE INFORMATION WE GATHER?

Core FOH Committee members are responsible for the data the PTA holds. This includes the Chair of the PTA, the Secretary and the Communications Officer.

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping and event management
- We may use the information to improve PTA activities and events.
- We may use the information to customise our website according to your interests.

We will email you, via the School's parent emailing system about upcoming events, Committee meetings, volunteering at specific events and other requests for help and support. From time to time, we may also use your information to contact you for market research purposes.

General email circulations will ensure members are blind copied and will go through the School's parent emailing system or the FOH PTA's main email account which is password protected (friends@holmewoodhouse.co.uk).

IS YOUR PERSONAL INFORMATION SECURE?

We are committed to ensuring that your information is secure and we have procedures in place to ensure this. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

We recognise that all personal data we collect, use and store must be kept securely and destroyed as soon as it is no longer required and we adhere to the GDPR requirements taking effect from May 2018.

HOW LONG WILL WE HOLD YOUR PERSONAL INFORMATION?

Except when required by charity law and regulation, data will be deleted when no longer required either because the member's child has left the school or because the member has asked to be removed from our files. We will regularly review the data we hold to ensure we are not holding on to data that we do not need.

LINKS TO OTHER WEBSITES

We use a PTA-Events website (www.friendsofholmewood.org) to host our online events booking system. FOH is the **Data Controller**, PTA Events are the **Data Processor** and we have a Software As A Service (SAAS) Subscription Agreement and Data Processing Agreement contract. If you register with PTA Events, the FOH committee administrators will have access to the personal information that you inputted into the platform.

We download event attendance lists from this platform (names, email addresses, telephone numbers, and any event specific information, including dietary requirements). When we do this, we make sure that the documents are password protected and only shared on a need to know basis with the school and those organizing the event.

We have reviewed the data protection policies of PTA-Events but you should look at their privacy notices too if you intend to sign up/have already signed up. We would draw your attention to the fact that as part of their contract they utilise sub-processors outside of the European Economic Area and therefore there may be international transfer of data. This will be controlled in accordance with their privacy policy.

Our website may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

HOW YOU CAN CONTROL YOUR PERSONAL INFORMATION

You may choose to restrict the collection or use of your personal information. Should you wish to limit or object to the use of your data please contact us in writing or by emailing us at friends@holmewoodhouse.co.uk.

If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at friends@holmewoodhouse.co.uk.

You always have the right to withdraw consent, where given, or otherwise object to direct marketing or fundraising.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request a copy of personal information which we hold about you. If you would like a copy of the information held on you please write to the FOH PTA via the school office, or contact us at friends@holmewoodhouse.co.uk

If you believe that any information we are retaining on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address.
We will promptly correct any information found to be incorrect.

Please note: information supplied to Holmewood House School is confidential and held entirely separately to that supplied to the Friends of Holmewood. School data is governed by the school's own privacy notice and relevant sections of data protection legislation. However, we recognise as a PTA we are affiliated with the school and have attempted to keep our privacy notices in line with each other.

CHANGES TO OUR PRIVACY NOTICE

We will regularly review our privacy policy in the light of any changes in the law and if any amendments are required, the Privacy Notice will be updated and added to the FOH PTA section on the school website.