

Friends of Somerdale Educate Together Privacy Notice

This privacy notice tells you what to expect us to do with your personal information.

Data Subjects

Any subject accessing provisions provided by Friends of Somerdale Educate Together (FoSET) including children aged under 18.

Personal Data

To provide this service, we will process name, school class, email address and other contact details, dietary requirements, allergy information and medical information where necessary.

We are collecting this data because it will allow funds to be raised for the school whilst meeting all statutory obligations including but not limited to health and safety.

If you don't allow us to use your data, this will mean that we may not be able to allow you / your children to participate in events/ functions/ activities or similar because we need this information to be able to effectively carry out the charity's purpose.

Where we get personal information from:

- Directly from you
- Family members or friends
- Via FoSET representatives

How is it used?

The information held will be used and processed in the following ways:

- Contact
- Verification
- Review
- Payment

The Purpose of processing

To comply with our charitable purpose of raising funds for the benefit of the school and provide the school cohort with the opportunity to participate in events/ functions/ activities or similar.

The above information is stored securely and is shared only with committee members, school staff and volunteers.

Lawful bases and data protection rights

Under UK data protection law, we must have a "lawful basis" for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO's website.

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO's website:

- Your right of access - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [You can read more about this right here.](#)
- Your right to rectification - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [You can read more about this right here.](#)
- Your right to erasure - You have the right to ask us to delete your personal information. [You can read more about this right here.](#)
- Your right to restriction of processing - You have the right to ask us to limit how we can use your personal information. [You can read more about this right here.](#)
- Your right to object to processing - You have the right to object to the processing of your personal data. [You can read more about this right here.](#)
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [You can read more about this right here.](#)
- Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [You can read more about this right here.](#)

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details below.

The Legal Basis of processing

The lawful basis relied on for processing your personal data for this purpose is Article 6(1)(a) of the GDPR, where we have the **consent** of the individual, or their legal guardian where the individual is aged under 18, which is given when you provide your name and/or contact details and respond to any request for information and/or purchase anything sold by FoSET.

We also rely on the legal basis of Article 6(1)(f) of the GDPR, which allows FoSET to process personal data when they have a **legitimate interest** in doing so, provided we do not unreasonably override the interests and/or rights of the individual(s).

Processing of 'Special Categories' of personal data under GDPR Article 9.2(b) is necessary for purposes relating to our legitimate activities with appropriate safeguards in place under Article 9.2(d). FoSET will only process special category data relating to persons who have regular contact with the charity and its purpose and will not be disclosed outside FoSET without the consent of the data subject.

Sharing of personal data with External Recipients

In order to ensure that the charity can meet its purpose the information held may be shared with third parties, including:

- The trust and its employees
- Volunteers approved by FoSET

How long personal data is retained by FoSET

Personal information is retained by us for as long as it is needed to fulfil the purposes for which it was collected.

Records will only be retained for longer if their retention can be justified for statutory, regulatory, legal or safeguarding reasons.

How to contact us

If you have any questions, wish to make a data protection rights request including a request to withdraw your consent to our processing of your personal data, or would like to make a complaint about our processing of your personal data, please email friendsofsomerdale@hotmail.com.

Appeals to the Information Commissioner's Office

If you are unhappy about the way we have treated your personal data or feel we have not properly respected your data subject rights, you have the right to contact the Information Commissioner's Office (ICO) and tell them about this. Advice is available here <https://ico.org.uk/concerns/>. The ICO may also be contacted on 0303 1231113