

# Friends of Kineton Primary School: Data Privacy Statement



Friends of Kineton Primary School may on occasions ask you for personal information. Your privacy is important to us. This privacy statement explains what personal data we collect for you and how we use it.

## How do we collect information from you?

- On a booking form for some events.
- On the 100 Club sign up form.
- When provided in writing that you wish to volunteer to help at events and with other fundraising activities.
- For competition entries and raffles.

## What type of information is collected?

Contact details for the following:

- If you hold a named position on the Friends committee.
- To join the 100 Club.
- If you volunteer to help at events and with other fundraising activities.
- If you book for an event or enter a competition or raffle.

## How do we use your information?

- Contact details for named positions on the Friends committee will be used for registering details with the Charities Commission.
- Contact details and preferences for members of the 100 Club will be used for:
  - Number allocation,
  - Renewal notification,
  - To make contact with prize winners,
  - To distribute prizes, and
  - To ensure names of winners are only announced publicly if this has been authorised by the number holder.
- Contact details for volunteers will be used in order to:
  - Notify volunteers of upcoming events and fundraising activities where support is required,
  - Communicate with you leading up to, during and immediately after events that you volunteer at, and
  - Notify volunteers of committee activities including regular meetings.
- Event booking details will be used to create a list of attendees, and in some cases for issuing tickets.
- Contact details for competition entries and raffles will be used to contact winners.

## Who has access to your information?

- Event booking information will only be shared with those running the event.
- 100 Club information is only shared with the committee members and 100 Club administrator.
- Volunteer information will only be shared by the committee with the organisers of an event.
- Competition and raffle entries will only be shared amongst committee members.

## How do we store your personal data?

- All data will be stored securely electronically.

## How long do we retain the information and how is disposed of?

- For event bookings, competition entries and raffles information will be destroyed within one week of the event or competition/raffle draw.
- 100 Club information will be retained for the duration of an individual's membership and destroyed within one month of members deciding to leave the Club.
- Volunteer details will be retained until your child leaves the school, at which point they will be destroyed. If you wish to withdraw your voluntary offer before this date, you are required to make a request in writing to the email address [friendsofkinetonprimary@gmail.com](mailto:friendsofkinetonprimary@gmail.com).