



Kendrick Parents' Society – PRIVACY NOTICE

v.3 04-05-2018

Personal data is information relating to an identifiable living individual. Whenever personal data is processed, collected, recorded, stored or disposed of it must be done within the terms of the Data Protection Act (DPA / GDPR).

Kendrick Parents' Society (KPS) understands that your privacy is important and that you care about how your personal data is used. We respect and value the privacy of all of students, their families and third parties and will only collect and use personal data in ways that are described here, and that are consistent with our obligations and your rights under the law.

1. Who are the KPS?

Kendrick Parents' Society (KPS) is a group of parents and carers of students at Kendrick School. The KPS works to develop relationships between staff, parents, carers and students and provide funds for the extra items which cannot be covered by the school's budget. It is regulated by the Charities Commission under registration number 1104281.

KPS c/o Kendrick School, 41 London Road, Reading, RG1 5BN.

2. What Does This Privacy Notice Cover?

This Privacy Notice explains how the KPS collect, process, use and store your personal data. It also explains your rights under the law relating to your personal data.

3. What is Personal Data?

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the "GDPR") as 'any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier'.

Personal data means anything that can identify an individual, including name, address, phone number, email address, age and more, even opinions about them. It doesn't matter what format the data is in. The personal data that the KPS uses is set out in section 5.

4. What Are My Rights?

Under the GDPR, individuals have the following rights, which the KPS work to uphold:

- a) The right to be informed, this Privacy Notice should provide all necessary information, further questions can be addressed to the KPS as detailed in section 11.
- b) The right of access to the personal data the KPS holds about you, further details are in section 10.
- c) The right to have your personal data rectified (updated) if any information held is inaccurate or incomplete, if this is the case contact the KPS as detailed in section 11.
- d) The right to be forgotten, this allows people to request the deletion or removal of their personal information, unless we have a valid reason to keep it (see section 7), if this is the case contact the KPS as detailed in section 11.
- e) The right to restrict (prevent) the processing of your personal data.
- f) The right to data portability, to obtain and use personal data for your own purposes.
- g) The right to object to the KPS using your personal data for a particular purpose.

For more information about the use of your personal data or exercising your rights as outlined above, please contact the KPS using the details provided in section 11.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

Having questioned the KPS, if you have any cause for complaint about the use of your data, you have the right to lodge a complaint with the Information Commissioner's Office.

5. What Personal Data is Collected and How?

The KPS may collect some or all of the following personal data, depending on our relationship. Student and parent / carer information is collected via KPS membership and Class Representative System forms or by volunteering for or participating in a KPS event.

- Student and parents' / carers' names;
- Student year group;
- Address;
- Email address (parents / carers only);
- Telephone number (parents / carers only);
- Financial information, who has paid what for membership or tickets for events;
- Third party contact details (who provide products, services or prizes to the KPS) – information usually gained from the internet and correspondence.

6. Why is the Personal Data Collected and How is it Used by the KPS?

The aim of the KPS is to strengthen relationships across the school community and to raise money for the school, the data you provide enables us to do that. Under the GDPR, we must always have a lawful basis for using personal data. Your personal data will be used by KPS Officers and other key people if they have a legitimate business reason for the following purposes:

- Communicating with you about KPS activity;
- Organising KPS social or fundraising events;
- Sharing KPS member details within individual year groups (via the Class Rep system). These lists may be extended, with their consent, to include class / year group members who are not KPS members and possibly used to set up Social Media groups.
- The KPS are not responsible for class members' communications or data sharing and content across Social Media platforms.

7. How Long Will Personal Data be Kept?

The KPS will not keep your personal data for any longer than is necessary, depending on the reason(s) for which it was first collected. Your personal data will therefore be kept for the following periods (or, where there is no fixed period, the following factors will be used to determine how long it is kept):

- For the duration of the student's attendance at Kendrick School;
- For the duration of the family's membership of the KPS;
- When required for claiming Gift Aid, insurance or financial reporting data can be kept for up to 6 years after submission;
- KPS Officer / Trustee information may be kept longer to comply with charity law.
- Third party supplier details for products and services will be kept as long as needed.

Individuals can request that their personal data is deleted, which we will do unless we have a valid reason to keep it (see above), contact us using details provided in section 11. Once the data is no longer needed, electronic copies will be deleted and hard copies will be shredded.

8. Storage and Disposal of Personal Data

The KPS will store your personal data as governed by the GDPR, either locally on the password protected computers of key KPS officials or in central cloud based systems in the EU that are GDPR compliant, such as Google Drive. Hard copies will be stored in locked filing cabinets when not in use.

Once the data is no longer required (see section 7) electronic files will be deleted and paper copies shredded.

9. Sharing Personal Data

The KPS share your personal data only in limited circumstances:

- Within the class representative / class list system, sharing across the year group with permission.
- Names and email addresses within teams that organise events.
- Names only on meeting minutes, website and newsletters.
- In the case of prize draws, names may be shared with the supplier to facilitate collecting the prize. Winners' names will be publicized only if detailed in the terms and conditions of the raffle.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

If any of your personal data is required by a third party, as described above, the KPS will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, ours and the third party's obligations under the law.

10. How to Access Your Personal Data

If you want to know what personal data the KPS holds about you, you can ask us for details and a copy of that personal data (where any such personal data is held). This is known as a "subject access request".

All subject access requests should be made in writing and sent to the email or postal addresses shown in section 11. There is not normally any charge for a subject access request. If your request is 'manifestly unfounded or excessive' (for example, if you make repetitive requests) a fee may be charged to cover our administrative costs in responding. We will respond to your subject access request within 30 days.

11. Who to Contact

To contact the KPS about anything to do with your personal data and data protection, including making a subject access request, please use the following details of any of the KPS Officers.

Chair email: chair.kps.uk@gmail.com

Treasurer email: treasurer.kps.uk@gmail.com

Membership & Class Rep Secretary email: kpsmembersec1@gmail.com

Secretary email: secretary.kps.uk@gmail.com

Telephone number c/o Kendrick School: 0118 901 5859

Postal Address: KPS c/o Kendrick School, 41 London Road, Reading, RG1 5BN.

Kendrick School website: www.kendrick.reading.sch.uk

12. Changes to this Privacy Notice

The KPS may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes. Any changes will be made available via the KPS pages of the Kendrick School website www.kendrick.reading.sch.uk. Alternatively, please contact any of the KPS Officers listed in section 11.