

Friends Of Bletchingley Village Primary School (FOBS)

Privacy Notice

Who we are

Under data protection law, individuals have a right to be informed about how the **Friends of Bletchingley Village Primary School (FOBS)** uses any personal data that we hold about them. This privacy notice explains how we collect, store and use personal data.

The type of personal information we collect

As a "data controller", FOBS may collect and process the following information:

- **Identity Data:** Your name and contact details (e.g. email, phone number - should you email us or join our WhatsApp group) and your child's name, class and any dietary requirements (to support with event organisation)
- **Financial Data:** Records of donations, sponsorship pledges, raffle ticket sales and Gift Aid declarations
- **Event Data:** Records of attendance at events, including ticket purchases
- **Media:** Photographs or videos taken at FOBS events (collected only with explicit consent).

We won't collect any more information than we need.

How we get your personal information

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You have signed up to our volunteer WhatsApp group, volunteered at an event or attended a FOBS meeting.
- You have sent us an email or contacted us via social media or Bletchingley Village Primary School.
- You have purchased a ticket for an event or entered a raffle.
- You have made a donation or signed a sponsorship agreement.
- You have provided consent for your or your child's image to be used in FOBS communications.

We also receive personal information indirectly from Bletchingley Village Primary School.

Information may also be passed to us via third-party websites such as Easy Fundraising. If you choose to use these websites you will share data with them in line with their own data protection policies.

Why we collect your personal information

We will only collect information that we need for these purposes.

We collect this information to:

- ensure the effective running of the committee;
- organise, communicate and run fundraising activities and events;
- manage volunteers and committee members;
- process orders, payments, donations and Gift Aid;
- ensure compliance with any legal or regulatory obligations; and
- help to keep children safe at events.

We may share your information with third party providers in order to create products, such as Christmas Cards or tea towels. Where this occurs, we will share the minimum information required in line with our contractual obligations. We do not otherwise share or sell your personal information to any third party.

Lawful basis for processing

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- **(a) Your consent.** For marketing, newsletters, and volunteer requests. Consent must be a "clear affirmative action" (e.g. ticking a check box or signing a document) and can be withdrawn at any time. You are able to remove your consent by contacting us at hello@fobs-pta.co.uk.
- **(c) We have a legal obligation.** For example, keeping financial records for HMRC or reporting to the Charity Commission.
- **(f) We have a legitimate interest.** This includes administrative tasks such as contacting committee members or reconciling event payments with pledges.

How we store your personal information

Your information is securely stored on the **FOBS Google Workspace**, which is protected by strong passwords, 2-step verification and is only accessible by individuals who need access based on their role within FOBS. Once a committee member leaves their role, they will no longer have access to the workspace.

We follow **Organisation for Economic Co-operation and Development (OECD) ethical principles** to ensure data is used responsibly and proportionately.

We keep your information in accordance with our **GDPR Policy**:

- **Contact lists:** Refreshed or deleted at the end of each academic year.
- **Financial & Gift Aid records:** Kept for **6 years** to meet legal requirements.
- **Event-specific data:** Deleted or shredded once the event and its reconciliation are complete.

Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us at hello@fobs-pta.co.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at hello@fobs-pta.co.uk.



If you are not satisfied with our response or do not believe that we have treated your concerns appropriately, then you can escalate to the Information Commissioner's Office (ICO):

ICO helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Policy review

This policy will be reviewed annually by the FOBS committee to ensure it continues to support both the organisation and its volunteers effectively.

Policy Approval

Approved and adopted by the committee of FOBS in February 2026.

Next review: November 2026