



The Friends of Bure Valley School Association

Bure Valley School

Hungate Street

Aylsham

Norfolk NR11 6JZ

T: 01263 733 393

F: 01263 732 217

E: office@burevalley.norfolk.sch.uk

DATA PRIVACY NOTICE

1. Introduction

The Friends of Bure Valley School Association ("the Association") is the data controller of the personal information you provide us. Under data protection law individuals have the right to be informed about how the Association uses any personal data that we hold about them.

This Privacy Notice explains how we collect, store and use personal data about Association members and volunteers.

2. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

3. Who are we?

The Friends of Bure Valley School Association is the data controller (contact details above). This means it decides how your personal data is processed and for what purposes. The Association seeks volunteers from the Bure Valley School community to assist with fundraising events for the benefit of the school's pupils.

4. How do we process your personal data?

The Friends of Bure Valley School Association complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:



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- To enable us to provide a voluntary service for the benefit of the school community in Aylsham;
- To fundraise and promote the interests of Bure Valley School;
- To maintain our own accounts and records;
- To inform you of news, events, activities and services being held at Bure Valley School and the Aylsham Cluster Trust of Schools;
- To enable committee members to plan, organise and run events.
- To share your contact details with Bure Valley School so they can keep you informed about news, events and activities that will be occurring at school and in which you may be interested.

5. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events and activities and keep you informed about upcoming events.
- Processing is carried out by the Friends of Bure Valley School Association provided:
 - the processing relates only to members/volunteers or former members/volunteers (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

6. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the Association in order to undertake fundraising events. We will only share your data with third parties outside of the Association with your consent.

7. How long do we keep your personal data?

We retain personal data while you are a member of the Friends of Bure Valley School Association or are a volunteer at one of the fundraising events we organise and run. When you decide to no longer continue your involvement in the Association or the charitable events held, your



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details will be removed from our records.

8. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the Friends of Bure Valley School Association holds about you;
- The right to request that the Friends of Bure Valley School Association corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Friends of Bure Valley School Association to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*]
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.



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9. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

10. Contact details

To exercise all relevant rights, queries or complaints please in the first instance contact the Friends of Bure Valley School Association on office@burevalley.norfolk.sch.uk.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.



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CONSENT FORM

I consent to the Friends of Bure Valley School Association processing my personal data for the purpose detailed in the Data Privacy Notice.

I am aware that I may withdraw my consent at any time by contacting the data controller using the contact details above.

Print name

Signature

Date