

Brookhurst School Association Privacy Notice

Collecting personal data

The BSA collects, uses and stores data when a parent contacts or responds to us in the following ways:

BSA Volunteers & Supporters

When parents/carers sign up to support BSA activities, according to the requirements of the volunteering role, we will collect:

- **Parent/carers name**
- **Contact details** (phone/email)
- **Pupil name and class**
- **Whether or not the parent/carer states that they have a valid DBS check with Brookhurst school**

As long as the parent/carer gives consent, we will store these details until the parent/carer withdraws their consent or when their child leaves the school. This will be based on their child's year group information as supplied to us by the parent/carer.

Any specific event-related material, such as ticket order forms, will be destroyed within 1 month of the event finishing. Rotas will use first name and initial only.

Gift Aid

If you authorise us to claim gift aid on donations and to share your personal data with HMRC for this purpose (for example through Brookhurst Boost and Sponsored Bounce), we will collect:

- **Parent/carers name**
- **Parent/carers address & postcode**

As required by HMRC, this data will be retained for six years from the end of the accounting period they relate to.

Payment of expenses

Where expenses are paid via bank transfer, details will be held on the gdrive until the payment has been confirmed as successful. Details will continue to be held by Lloyds bank.

Gaining consent

The BSA only collects, stores and uses data that has been collected with consent. This consent is gathered from parents/carers at the point of collecting their data.

Withdrawing consent

To withdraw consent, simply email brookhurstschoolassociation@gmail.com and your personal data will be removed from our records.

Accessing your personal data

Please contact brookhurstschoolassociation@gmail.com if you would like to check the personal data we have stored about you.

Storing & sharing personal data

We keep personal data securely and with restricted access. We will never share personal data with a third party without prior consent. We are committed to protecting information about you and your children.

GDPR information

For more information, take a look at the Information Commissioner's Office (ICO) website (<https://ico.org.uk>). You have the right to complain to the ICO if you are concerned about how an organisation is handling your data.