



# FRIENDS OF SWINDON VILLAGE PRIMARY SCHOOL

Registered Charity Number 1059603

5<sup>th</sup> May 2018

## Privacy notice

The Friends of Swindon Village Primary School is a registered charity that exists to advance the education of pupils at the school. We rely on – and are committed to maintaining – the trust and confidence of parents and supporters. This Privacy Policy explains what information we collect, why and when; how we use it and how we keep it safe.

In order to organise and run our fund-raising events we may ask for personal details from volunteers (usually name, contact number, email) so that we can contact them. We may also ask for contact details for parents of children attending fund-raising events so that we can contact them in the event of an emergency. We will ask if we can keep volunteers details to make it easier to contact them the next time they volunteer. Unless we have that permission we will securely dispose of any contact details after each event.

In order to reclaim Gift Aid from HMRC we will ask for personal details from sponsors (typically name and address). We need this so that we can apply for Gift Aid. We need to keep this information for a period of 5 years and will do this securely. After that time the information will be securely disposed of.

We will use the personal data (typically name, email address) of anyone who has asked to receive the minutes of our monthly meeting to email out the minutes. When we send these emails we will ask if recipients want to stop receiving these emails. We won't share these email addresses with anyone else and will check each September whether you still want to receive these emails. If we don't hear from you, or if you tell us you no longer want to receive our emails, then we'll remove you from our distribution list.

Sometimes we will ask for personal details (typically name, contact details) when you buy tickets for an event or a competition. We will only request this information where we need it in order to administer the event or competition and will securely dispose of the information afterwards.

You are entitled to view, amend, or delete the personal information that we hold. If you would like to do so then please email [chairfosvps@gmail.com](mailto:chairfosvps@gmail.com).

Our privacy notice is typically reviewed once a year. Updates will be posted on the schools website and advertised through our Facebook group.

We will share personal information with Swindon Village Primary School for the purposes of organising and running our fund-raising events. You can read the schools privacy notice [here](#). Our data protection policy is also available from the schools website.

FOSVPS, c/o Swindon Village Primary School, Church Road, Cheltenham, Glos, GL51 9QP

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