

Friends of Crowthorne Church of England Primary School



Dukes Ride, Crowthorne, Berkshire, RG45 6ND

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www.crowthornecofe.co.uk

Privacy Notice

Friends of Crowthorne C of E School is a registered charity made up of a committee of parents who organises events for the children and families to raise funds for the school.

Introduction

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used within your expectations.

What personal data we collect.

- We collect names about your child and their year group for planned events at school.
- We record any allergies for any food sales.
- We request parents' names and contact information for those children who attend these planned events.

Why we collect this data.

- We collect children's names, so we can keep a register of who we have for each event.
- We need allergy details, so we can ensure your child is safe.
- We collect your details to keep you informed of the upcoming planned event.
- We require your contact details for each event to enable us to contact you in case of an emergency about your child.

Who we share your data with.

- The Friends Committee lead team for the planned event.
- Your child's teacher.
- Healthcare professionals in case of an emergency.
- Ofsted during an inspection if this falls during a planned event.

How do we protect your data?

- We will protect unauthorised access to your personal data and prevent it from being lost, misused or disclosed outside of school.
- All information collected will be stored in a safe place and not shared with 3rd parties.
- We will only use your information during the specified planned event.
- All information after the event will be destroyed by shredding and disposed of appropriately.

Your rights.

- To request access to amend or correct your details.
- To request we destroy and stop using your personal data.
- To request we transfer you and your child's details to another person.

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us:

- **In writing to The Friends Committee via the School Office.**
- **Email: friendsofcrowthorne@gmail.com**

Registered Charity No 1020260