Billingshurst Primary School Community Association Privacy Policy

Billingshurst Primary School Community Association (BPSCA), registered with the Charity Commission For England And Wales under charity number 1140984 takes the privacy of information very seriously.

This privacy policy applies to our use of any and all your information collected by us.

Topics:

- What information do we collect about you?
- How will we use the information about you?
- How information is stored
- Marketing
- Access to your information and correction
- Changes to our privacy policy
- How to contact us
- How to contact the appropriate authority

What information do we collect about you?

We collect information about you and/or your child when you register to attend, purchase tickets or items or help at one of our fundraising events.

We also collect information about you and/or your child when you voluntarily provide feedback and participate in competitions and prize draws.

We collect the following information with your Consent as our lawful basis for processing:

- Name
- Address
- Telephone number
- Email address
- Allergies
- Child's class name
- Payment details
- Bank account number & sort code (Children's Quality Sale seller registrations only who may instead choose for payment of items sold to be made by cheque instead of bank transfer)

How will we use the information about you?

We collect information about you and/or your child to process your order, provide tickets and to enable the safe management and running of events.

We will not pass on your/your child's information to any third party other than in exceptional circumstances where the safety and/or wellbeing of a child attending one of our events is of concern when we will consult directly with the management of Billingshurst Primary School.

How information is stored

Information is stored in protected excel files and paper booking/registration forms are securely destroyed immediately after a fundraising activity/event is complete. We will not keep your information for any longer than is reasonably necessary.

We will retain certain information required by our auditors and to comply with our legal obligations.

Marketing

BPSCA fundraising activities and events will be communicated by Billingshurst Primary School either in weekly newsletters, via email or paper inserts in children's book bags.

Children's Quality Sale event information will also be communicated via our dedicated email address: cqsbillingshurst@gmail.com You may opt out of receiving information from this email address at any time by entering 'UNSUBSCRIBE' in the title line of your email to cqsbillingshurst@gmail.com

If you have opted in as a helper at any of our events, you can opt out at any time by emailing us at bpsca@billingshurstprimary.org.uk

Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email bpsca@billingshurstprimary.org.uk or write to us at: BPSCA, Billingshurst Primary School, Station Road, Billingshurst, West Sussex, RH14 9RE. You may ask us to correct or remove information you think is inaccurate.

Changes to our privacy policy

Our privacy policy is regularly reviewed and any updates will be added to this web page. This privacy policy was last updated on 17th March 2019.

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you:

by email: bpsca@billingshurstprimary.org.uk
or write to us at: BPSCA, Billingshurst Primary School, Station Road, Billingshurst, West Sussex, RH14 9RE

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that BPSCA has not addressed a concern you have raised in a satisfactory manner, you may contact the Information Commissioner's Office at:

Telephone: 0303 123 1113

Website: www.ico.org.uk