

# FRIENDS OF AVANTI HOUSE

## PRIVACY POLICY

As you may be aware, the General Data Protection Regulation came into force from 25th May 2018.

As we are technically a separate organisation from the school, Friends Of Avanti House (FOAH) also needs to act to ensure that it is compliant with the data protection laws.

FOAH collects and uses some personal data, mainly in order to communicate with parents and carers who sign up to FOAH led initiatives. We are not changing how we use or collect information, but we want to take this opportunity to clarify how and why we store and process data, and your rights under the GDPR.

### What personal data does FOAH collect, and why:

We collect, use and store data when a parent/donor signs up for any of the following:

#### FOAH Volunteers

Parents/carers can sign up to support at FOAH/School events via our form where we collect:

- **Parent/carers** name that is volunteering
- **Contact details** (phone/email) – so we can make contact when support is needed
- **Child name and class** – to recognise parents that are new to the school and to identify when a parent may need to be deleted from our records

*We will delete these details at the request of the data subject or when their son/daughter leaves the school.*

#### FOAH Events

Events may require us to collect:

- Parents name, Child's name, Contact details, Payment details, Details of allergy

*We will delete this data once the event is over.*

*We also take photos and videos during events. Data subjects will be made clear that this is happening.*

#### Donations / Sponsorships / Gift Aid / Payment Processing

We issue receipts for all payments received and the following is collected:

- Donor/Parent's name, Business name, Contact details, Child's name (if applicable), Address (if donation is gift aid).

*We will keep the data for upto 2 years.*

*For payments made by card, no payment details such as the card number is stored and is immediately processed by Braintree, a Paypal owned company.*

#### Governance

- We only collect, store and use data that we have gained through consent. Parents/carers/donors can fill out the relevant forms to indicate their consent to the relevant processing.
- We will ensure all data that you give us is kept securely and restricted to those with a 'need to know'. We are committed to protecting information about you and your children.
- We will never share personal data to a third party without consent.
- If you want to find out what data we hold about you, please contact us at [info@foah.avanti.org.uk](mailto:info@foah.avanti.org.uk). We are happy to share it with you at any time and you can also ask us to delete your data from our records at any time.
- You can also read more about GDPR on 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.



#### Friends of Avanti House

Parent Teacher Association  
Fund Raising and Support Committee for Avanti House Primary School

Common Road, Stanmore, HA7 3JB

Registered Charity Number 1163701

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