

Privacy Notice – Bradford Grammar School Parents Association

1. Definitions

Data controller - A controller determines the purposes and means of processing personal data. For the purposes of this Privacy Notice, Bradford Grammar School Parents Association is the data controller.

Data processor - A processor is responsible for processing personal data on behalf of a controller.

Data subject – Natural person. For the purposes of this Privacy Notice the data subjects are pupils, parents and carers.

Special categories personal data - The General Data Protection Regulation (“GDPR”) refers to sensitive personal data as ‘special categories of personal data’ (as explained in Article 9 of GDPR). The special categories specifically include genetic data, and biometric data where processed to uniquely identify an individual. Other examples include racial and ethnic origin, sexual orientation, health data, trade union membership, political opinions, religious or philosophical beliefs.

Processing - means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Third party - means a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data.

2. Who are we?

Bradford Grammar School Parents Association an informal and friendly group of parents who enjoy dedicating their time and talents to the school. Over the years, it has made a significant difference to the school by raising money for the ‘extras’ that really enhance school life. The Bradford Grammar School Parents’ Association (BGSPA) organises social events and fundraising for pupils, parents and staff.

Your privacy and confidentiality are of paramount importance to us. We are committed to protecting and respecting your privacy. This statement explains when and why we collect personal information, how we use it, the conditions under which we may process it and how we keep it secure.

3. What is Personal Data?

Personal data is information which relates to a living individual and from which he or she can be identified either directly or indirectly through other data which the firm has or is likely to have in its possession. These individuals are sometimes referred to as data subjects. Personal data does not include information about companies and organisations.

4. What do we hold?

We process personal data about prospective, current and past pupils and their parents.

The personal data we process takes different forms – it may be factual information, expressions of opinion, images or other recorded information which identifies or relates to a living individual. Examples include:

- Personal information (such as name and address)
- Family details including addresses, telephone numbers, e-mail addresses & other

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- contact details
- images, audio and video recordings

5. Collecting, Handling and Sharing Personal Data

We collect most of the personal data we process directly from the individual concerned (or in the case of pupils, from their parents).

Personal data held by us is processed by appropriate members of the committee for the purposes for which the data was provided. We take appropriate technical and organisational steps to ensure the security of personal data about.

6. Purposes for which we use Personal Data

We process personal data to support the organisation of social events and fundraising for pupils, parents and staff. Some events are fundraisers while others are just socials and you will be notified which in each case. Every parent in the School automatically becomes a member of the association. We encourage everyone to get involved and join in with the various events and get-togethers. It is an ideal way of meeting other parents and being involved in the life of Bradford Grammar School. In addition, through the funds we raise, we support projects that benefit the school community. We encourage the staff and pupils to “bid” for funding and support.

7. Special Categories of Data and Criminal Convictions

We do not process this information.

8. Your Rights

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request please contact the Chair of the Association who is Wayne Shirt

You should be aware that certain data is exempt from the right of access. This may include information which identifies other individuals, or information which is subject to legal privilege. We are also not required to disclose any pupil examination scripts (though examiners' comments may fall to be disclosed), nor any confidential reference given by the school for the purposes of the education, training or employment of any individual.

If any of the information we hold is incomplete or inaccurate, please tell us by contacting us at parentsassociation@bradfordgrammar.com and we will correct it. We will endeavor to provide you with requested information within one month. We can impose a charge for this information if the request is manifestly unfounded or excessive. If we do refuse a request, we will advise you accordingly within one month.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of data protection legislation

If you have a concern about the way we respond to your request or wish to complain about this or how we are collecting or using your personal data, we request that you raise your concern with us in the first instance at parentsassociation@bradfordgrammar.com or, without prejudice, you have the right to lodge a complaint direct to the Information Commissioner's Office if you have any concerns in relation to our information rights practices via <https://ico.org.uk/concerns/>.

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9. Use And Storage Of Your Information Overseas

Your information will not be transferred abroad.

10. Change Of Details

We try to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Please notify parentsassociation@bradfordgrammar.com of any significant changes to important information, such as contact details, held about you.

11. Changes to our Privacy Policy

We may change this Policy from time to time. Any changes made to the policy will be clearly detailed within this section. This Policy was last updated in November 2019 to be GDPR compliant.

12. Miscellaneous

These Terms shall be governed by and construed in accordance with English law and the English courts shall have exclusive jurisdiction over any disputes between us.

13. Contact Us

Any questions regarding this Policy and our privacy practices should be sent via dataprotection@bradfordgrammar.com.

Dated November 2019