

BASSINGBOURN VILLAGE COLLEGE Parents & Friends Association



Privacy Notices – BVC P&FA

Who we are:

For the purposes of Data Protection legislation, the Bassingbourn Village College Parents and Friends Association (BVC PFA) is the Data Controller. This means it is in charge of personal data about you.

The postal address of the Bassingbourn Village College Parents and Friends Association is:

BVC PFA
Bassingbourn Village College
South End
Bassingbourn
Royston SG8 5NJ

In this policy 'we' and 'us' means the PFA.

How we use your information:

We process personal data relating to our Committee members and those that attend our meetings. This is for the purpose of building community, through social opportunities, fund raising, information-giving and being a link and means of communication between parents and the school.

The personal data includes identifiers such as names and contact details. It does not include sensitive personal data such as ethnic group and medical information.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of our aims which is a legitimate interest.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

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Parents & Friends Association



How we share your information with third parties:

We will not share information about you with third parties without your consent unless the law allows us to.

With Consent

We may contact you to inform you of other types of events being held that you may be interested in or for research purposes, but only where consent has been provided to this.

How long we keep your personal information:

We only keep your information for as long as we need it or for as long as we are required by law to keep it.

Your rights:

You have the right to:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you
- Ask for our processing of your personal information to be restricted
- Data portability
- Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you or to ask us to delete your information please contact pfa@bassingbournvc.org

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Chairman of the PFA and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.