

## **King Edward's School Parents' Association Privacy Notice for Parents**

### **Introduction**

This notice is to help you understand **how** and **why** King Edward's School Parents Association (KESPA) collects your personal information and **what** we do with that information. It also explains the decisions that you can make about your own information.

### **Purpose of the Parents' Association**

The Parents' Association helps the work of the School by:

- Organising events, notably;
  - a Christmas Buffet known as the Christmas Cracker;
  - a light-hearted quiz;
  - other events such as a private tour of the Barber Institute of Fine Arts at the University of Birmingham.
- Providing advice to the Chief Master, in the form of regular meetings between the Parents' Association Committee and the Chief Master

The Parents' Association will provide information to the School about these events, and the School will send that information on to parents. In this way, the School holds contact details for parents, not the Parents' Association. This is governed by the School's Privacy Notices for Parents and Pupils.

The Parents' Association does need to collect and process some very limited personal data, set out as follows.

### **How and why does the Parents' Association collect and use personal information?**

We set out below examples of the different ways in which we use personal information and where this personal information comes from.

- If you choose to attend any Parents' Association events, you will normally do so via the School's box office. In that event, the School will process your payment. Your data, such as your name and contact details, dietary requirements etc will be processed by both the School and the Parents' Association.
- If you join the Parents' Association Committee, you will need to share your contact information with other members of the Committee. However, your contact information will not be shared with the wider community of KES parents. Rather, there are generic e-mail addresses that the school operates, such as [kespa@kes.org.uk](mailto:kespa@kes.org.uk).

If you have any questions, concerns or suggestions regarding any of the above, please contact the Chair of KESPA via [kespa@kes.org.uk](mailto:kespa@kes.org.uk).

### **Our legal grounds for using your information**

The Parents' Association have a legitimate interest in providing you with access to a Parents' Association event as a result of you asking for a ticket via the box office.

If you object to us using your information where we are relying on our legitimate interests as explained above, please contact the KESPA Chair.

### **For how long do we keep your information?**

We will retain information for two academic years. After that, any records we keep will be anonymised.

### **What decisions can you make about your information?**

From May 2018 you will be able to make various decisions about your information. Some of these are new rights whilst others build on your existing rights. Your rights are as follows:

- if information is incorrect you may ask us to correct it;
- you may also ask what information we hold and be provided with a copy. We will also give you extra information, such as why we use this information, where it came from and to whom we have sent;
- you may ask us to delete the information that we hold in certain circumstances. For example, where we no longer need the information;
- you may ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer; and
- our use of personal information may be restricted in some cases. For example, if you inform us that the information is inaccurate, we can only use it for limited purposes while we check its accuracy.

### **Changes to our privacy notice**

We will keep our privacy notice under regular review and we will place any updates on the KESPA web page and inform data subjects of this change. This privacy notice was last updated in May 2018.

### **Further information and guidance**

This notice is to explain how we look after your personal information. The Bursar can answer any questions which you might have. Please contact the KESPA Chair if:

- you would like us to update the information we hold about you; or
- you would prefer that certain information is kept confidential.

The KESPA Chair is in charge of its data protection compliance.

If you consider that we have not acted properly when using your personal information, please contact the KESPA Chair to express your concerns. You may also contact the Information Commissioner's Office: [ico.org.uk](http://ico.org.uk).