

GDPR Policy for King Edward VI Camp Hill School For Girls Association of Friends of the School (AFS)

1. Introduction

The King Edward VI Camp Hill School For Girls Association of Friends of the School (AFS) is committed to ensuring the privacy and protection of personal data collected, processed, and stored in accordance with the General Data Protection Regulation (GDPR) and applicable data protection laws. This policy outlines how AFS manages and protects personal data and the rights of individuals whose data is processed by the association.

2. Data Controller and Contact Information

AFS acts as the data controller for the personal data it processes. For any inquiries regarding this policy or the processing of personal data, please contact:

afs@kechg.org.uk

3. Purpose and Lawful Basis for Processing

AFS collects and processes personal data for the following purposes, each supported by a lawful basis as defined in Article 6 of the GDPR:

- **Communication:** To maintain communication with members, supporters, and volunteers regarding AFS activities and events. Lawful Basis: Legitimate Interests.
- **Event Organisation:** To organise and manage events, fundraisers, and other activities. Lawful Basis: Contract (for event participation) or Legitimate Interests.
- **Membership Management:** To manage AFS membership, including membership subscriptions and renewals. Lawful Basis: Contract.
- **Fundraising:** To conduct fundraising campaigns and manage donations. Lawful Basis: Consent (for electronic marketing communications), Legitimate Interests.

4. Types of Personal Data Collected

AFS may collect and process the following types of personal data:

- **Contact information:** Name, address, email address, phone number.
- **Membership information:** Membership status, subscription details, renewal dates.

- Event-related information: Event registrations, attendance records, dietary requirements.
- Donation information: Amounts donated, donation history.
- Communication preferences: Consent for receiving marketing communications.

5. Data Retention

Personal data will be retained only for as long as necessary to fulfil the purposes outlined in this policy, or as required by law. Members' and supporters' data will be reviewed and updated regularly, and outdated data will be securely deleted.

6. Data Security

AFS employs appropriate technical and organisational measures to ensure the security of personal data, including encryption and access controls.

7. Data Sharing

AFS may securely share personal data with school administration staff for the purposes of communication with parents about events and fundraising.

8. Data Subject Rights

Individuals have the following rights regarding their personal data processed by AFS:

- Right of Access: Individuals can request access to their personal data.
- Right to Rectification: Individuals can request correction of inaccurate or incomplete data.
- Right to Erasure: Individuals can request the deletion of their data under certain circumstances.
- Right to Restrict Processing: Individuals can request limitations on how their data is processed.
- Right to Data Portability: Individuals can request their data in a machine-readable format.
- Right to Object: Individuals can object to the processing of their data for certain purposes.

9. Consent and Marketing Communications

AFS will obtain explicit consent from individuals before sending electronic marketing communications. Individuals can withdraw their consent at any time.

10. Data Breach Notification

In the event of a personal data breach, AFS will assess the risk and, if required, notify the relevant supervisory authority and affected individuals within the timeframe prescribed by GDPR.

11. Policy Review

This policy will be reviewed and updated as necessary to ensure continued compliance with GDPR and any applicable data protection laws.

12. Acceptance of this Policy

By engaging with AFS, members, supporters, and volunteers acknowledge their understanding and acceptance of this GDPR policy.

This GDPR policy is effective from 4/9/23 .