

BISHOP WORDSWORTH'S SCHOOL PARENTS' ASSOCIATION (BWSPA)

1. **The Law.** Bishop Wordsworth's School Parents' Association (the Association) is required by the Data Protection Act as clarified by the General Data Protection Regulations to inform parents how information ('data') that they supply in the New Parents Association Pack, or by any other means, is used and processed.
2. **Definition of Parent.** 'Parent(s)' refers to birth parent(s), guardian(s) or any person who has parental responsibility for the pupil or with whom the pupil lives e.g. a foster carer.
3. **Consent and Consent Withdrawal.** Submission of any form in the New Parents' Association Pack by a parent will be taken as consent for the storage and processing of the information on the form and collected during the pupil's attendance at the School. This consent may be withdrawn (by notifying the Association) but, if it is, we are unlikely to be able to include parents in BWSPA activities or events.
4. **Personal Data Held.** The data held will only be what parents provide and none of the provision is obligatory.
5. **Reason for Holding Personal Data.** All data is collected and processed as necessary to: provide assistance the Parents' Association's aims which are to advance the education of the pupils in the School and to comply with the law regarding data sharing and with Charity Law.
6. **Legal Basis of & Purpose for Processing.** We only collect and use parents' and pupils' personal data when the law allows us to. Some of the reasons listed below for collecting and using personal data overlap and there may be several grounds which justify our use of this data.
 - a. Most commonly, we process it where:
 - (1) Such processing is in accordance with the aims of the Association.
 - (2) We need to comply with a legal obligation.
 - b. Less commonly, we may also process personal data in situations where:
 - (1) We need it to perform an official task in the public interest.
 - (2) We have obtained consent to use it in a certain way.
 - (3) We need to protect the individual's vital interests (or someone else's interests).
7. **Data Retention.** Information collected while your boy is at the School will be retained until he leaves the School or you leave the Parents' Association except that the data may then be anonymised (i.e. all personal details removed that could identify individuals) so that it can be retained for statistical purposes.
8. **Data Sharing - Legitimate Interests.** We do not share information about parents or pupils with anyone without consent unless the law and our policies allow us to do so. Information will be shared with: BWSPA Members organising BWSPA activities or events. Any data processor that we, as the data controller, share data with for this purpose will be required by us to comply with all of the requirements of GDPR.
9. **Right to Access, Rectify or Erase.** Parents have the right to access (by subject access request in writing), rectify or erase (requests in writing) any of the personal data held and ask: why we are holding/processing the data, for how long we will keep it, where we obtained it (if not from them or the pupil) and with whom it has been or will be shared.
10. **Other Rights.** All individuals have certain rights regarding how their personal data is used and kept safe, including the right to:
 - a. Object to the use of personal data if it would cause, or is causing, damage or distress.
 - b. Prevent it being used to send direct marketing.
 - c. Claim compensation for damages caused by a breach of the data protection regulations
11. **Identities.** The Data Controller is the Bishop Wordsworth's School Parents' Association.
12. **Queries.** Any queries about this notice should be made to the Parents' Association by post or to bwspa@bws.wilts.sch.uk
13. **Complaints.** Parents and pupils may complain about the Parents' Associations' use of data to the Chair of the BWSPA via bwspa@bws.wilts.sch.uk and, if not satisfied, then to the Information Commissioner's Office at: ico.org.uk/concerns.