

# **The Friends of Wakefield Grammar School Foundation**

## **Data Privacy Notice**

Data Protection Act 2018

General Data Protection Regulation (GDPR)

The Friends of Wakefield Grammar School Foundation (FOWGSF) accept and wish to comply with current UK Data Protection Laws. This Data Privacy Notice is an interpretation of how we apply those laws, rather than a re-statement of the law itself.

The Data Controller (DC) of FOWGSF Committee holds contact information about members (data subjects), details of subscriptions paid, and attendance at organised events. The DC, along with the FOWGSF Committee, will ensure that all members and inquirers are aware of GDPR; and will take responsibility for ensuring that personal data is held securely and managed in compliance with the regulations.

FOWGSF has a Data Audit of why information on any individual is kept, who holds what information, and how that information is kept. The Data Protection Policy and Data Audit will be reviewed each year and updated as and when necessary.

The members of FOWGSF (data subjects), and other supporters and inquirers (also data subjects) by reason of 'legitimate interest' are considered to accept that the FOWGSF DC or Committee can contact them via email, telephone or post on any matter relating to the FOWGSF; maintain records of subscriptions paid; and maintain records of events attended; and keep information necessary for the preparation of Annual Accounts.

None of the details given to FOWGSF Data Controller or Committee will be sold, given or passed to any other organisation, company or individual; except by legal request from the police investigating criminal activity.

All members of FOWGSF, supporters and inquirers, have the right to request a copy (paper or electronic as appropriate) of the information held on them; and to request that they are removed from any contact list or that data held on them is deleted; other than any data retained for legal reasons (e.g. to confirm details involved in the completion of Annual Accounts).

The Hon Treasurer of the FOWGSF keeps records of individuals who have paid annual subscriptions, amounts and dates paid; records of individuals' attendance at events, and related amounts and dates paid; and records of any ad hoc donations by individuals.

All relevant data will be kept securely by the DC, Treasurer, Secretary, Chairman (and any other Committee members if relevant) as paper or electronic copies.

The FOWGSF DC and Committee recognises the "Eight Rights" of those whose personal data we hold.

They have the **right to be informed** of the collection of data, and to the knowledge that our procedures are transparent, in clear and plain language.

The **right of access** to the information held on them (via a subject access request, SAR), with explanation of why this information is held. SAR's will be responded to within one month of the request.

The **right to rectification** requiring the FOWGSF DC or Committee to correct errors in personal data held.

The **right to erasure**. i.e. individuals can request that the FOWGSF DC or Committee delete their personal data when it is no longer needed for its original purpose, or where the processing is based on legitimate interest or consent and the data subject withdraws that consent (unless the information is kept for legal reasons).

The **right to restrict processing**. In certain circumstances when personal data either cannot be deleted because the data is required for the purposes of exercising or defending legal claims or where the individual does not wish to have the data deleted, FOWGSF DC or Committee may continue to store the data, but the purposes for which the data can be processed are strictly limited.

The **right to data portability**. This permits the individual to receive a copy of his or her personal data in a commonly used electronic form (e.g. using Microsoft Word, Excel as well as by photocopy). This is likely to depend on how the information has been stored (electronically or on paper).

The **right to object**. Individuals have the right to object to the processing of their personal data on certain grounds, in addition to the right to object to processing carried out for the purposes of profiling or direct marketing. This is unlikely to apply to FOWGSF since we do not sell, give or pass on information on any individual to any other organisation, company or individual; except by legal request e.g. from the police investigating criminal activity.

**Rights in relation to automated decision making and profiling**, Individuals have the right not to be subject to decisions based solely on automated processing which significantly affect them. Automated decisions are not likely to be involved with the FOWGSF, but the DC and Committee are aware of individual's rights.

If you wish to exercise any of the above rights please contact the Data Controller, William Smith by email [williamsmithrunehouse@gmail.com](mailto:williamsmithrunehouse@gmail.com) or phone 01226 385874

12.07.2018