

CCS Friends Association Privacy Notice

Our contact details:

Name: Caroline Chisholm School Friends Association

Address: c/o The Wooldale Centre for Learning, Wooldale Road, Wootton, NN4 6TP

Phone Number: Chair: 07960 445967 / Secretary: 07778 785000

E-mail: friends@ccs.northants.sch.uk or CCSFriends@protonmail.com

What type of information we have:

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details, phone number and email address)

How we get the information and why we have it:

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- 100 club membership
- Orders placed via the PTA Events website for tickets to events such as Discos
- Orders placed via the PTA Events website for uniform sales
- Raffle Ticket purchases
- Any other subscription or purchase made in relation to CCS Friends events or sales

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting friends@ccs.northants.sch.uk or CCSFriends@protonmail.com

(b) We have a legitimate interest.

What we do with the information we have:

We use the information that you have given us in order to contact you with regard to event information or prize winning.

We will not share this information with any other organisation or for any other purpose unrelated to CCS Friends.

We will publish names of winners of any prizes, i.e. raffles, lottery etc. on our social media pages, school website and school newsletter. If you do not wish for your name to be published, please email us to advise you do not consent at: friends@ccs.northants.sch.uk or CCSFriends@protonmail.com

How we store your information:

Your information is securely stored by a member of the CCS Friends Committee, on a password protected and virus protected computer.

We keep your name and contact details for the duration of the event. We will then delete your information from any spreadsheets.

Your data protection rights:

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at friends@ccs.northants.sch.uk or CCSFriends@protonmail.com if you wish to make a request.

How to complain:

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113