



Friends of Middleton Data Protection Policy

'Friends of Middleton' collects and uses some personal data, mainly in order to communicate with parents and carers. We're not changing how we use or collect information, but we want to take this opportunity to clarify how and why we collect, store and process data and your rights under the GDPR.

You may already have given us consent in the past but to ensure we meet the requirements of the new law, we may need to ask you again.

Why we collect and use personal data

- To invite you to participate in our fundraising events
- To process donations or other payments
- To process Gift Aid donations and Gift Aid Declarations

How and when we collect information about you

There are a number of ways that we collect information depending on how you interact with us; most often this will be directly from you, for example:

- In person, by email, phone, through post or at an event
- Contacting us through the school website
- Contacting us through social media (Facebook, WhatsApp)
- Signing up as a volunteer
- Entering a raffle/competition

The information we collect

We will collect personal data for specific purposes only.

Generally, the information we may collect with consent is:

Name, home address, email, phone number, details of any donation that you have made to us, whether or not you have signed up to Gift Aid and when you did so.

Contact details we may collect with legitimate interests are:

Name, phone number, email on competition forms/raffle tickets to contact winners.

For committee members, we collect the following with consent:

Name, phone number, email, personal bank account details (for reimbursing expenses).

Additionally, for the elected officials (chair, secretary and treasurer) we require with consent: home address, date of birth, national insurance number (for Charity Commission and HMRC).

Some or all of this information is required in order for us to continue operating our activities.

Social Media

Using social media is a great way for us to update you on our work and let you know the difference your support is making.

We have a [Facebook Profile Page](#) and a [Facebook Group Page](#). Both have been set up as opt-in pages.

We use WhatsApp to contact and coordinate volunteers for our fundraising events. We have set up a community group to keep in touch with our regular volunteers. We also routinely set up groups for specific events. You will be sent a link to invite you to the groups. Please note that by clicking on the link and joining a group, you are giving consent to your personal details being shared with other members of that group.

Who we share information with

The committee members of 'Friends of Middleton' will have access to the data. We may share some data with the school to inform winners of raffles or process donations. We will always share data where we have a legal requirement to do so, for example providing audit information to HMRC for our Gift Aid claims.

Processing your data on the basis of consent

When you give us consent for us to contact you, we do not treat this as valid indefinitely. However, we will consider your consent to be valid whilst you have an active relationship with us. What we mean by an active relationship may be if your child attends Middleton Primary School or you make a donation or sponsorship payment to us.

You can withdraw your consent at any time. If you wish to do so, or have any questions in regard to this, please do get in touch with us via contact@friendsmmps.org.uk.

How we keep your information secure

We will ensure that all data you give us is kept securely. All electronic personal information is stored on a password-protected database, which only committee members have access to. All paper-based information, e.g. raffle tickets, Spellathon Sponsorship forms, is stored securely in a locked filing cabinet.

How long we keep your data for

In general, to meet our requirements for any Gift Aid audit from HMRC or any other tax or accounting purposes, we will keep records of financial donors for at least seven years. At the end of this time period, we will securely remove your personal details from our records, both electronic and paper copies.

Information on volunteers may be stored in our database until we find that we have no active relationship. We will endeavour to update our records at the beginning of each academic year.

Personal information collected through raffles or competitions will be securely removed a month after the end of the event.

You have the right to request that we delete any of your personal information we hold at any time.

If you have any questions regarding this data protection policy, please contact us via contact@friendsmps.org.uk.