



GDPR Policy

Kids at Broughton School, known as KABS, is a volunteer organisation consisting mainly of parents, so we are extremely aware of how important it is to keep our details and those of our children protected.

What is GDPR?

The UK General Data Protection Regulation (UK GDPR), tailored by the Data Protection Act 2018 was introduced in 2018. More detailed information can be found by visiting the www.ico.org.uk.

Why do KABS need a GDPR policy?

The KABS GDPR policy explains that KABS will:

- Only collect information that is needed for a specific purpose
- Keep it secure
- Ensure it is relevant and up to date
- Only hold as much as is needed, and only for as long as it is needed

What long term information will KABS request and why?

KABS will request for communication purposes only:

- A parents name and email address in order to send communications
- Child(ren)s names and class(es) – in order for child/class/year group specific communication to be correctly directed
- Consent to send:
 - o Digital marketing – this includes all KABS fundraising activities, events, initiatives, encouraging attendance of events and volunteering. Examples of these are non-uniform days, discos, Easter or Summer fairs, or purchasing promotions, etc.
 - o Sending information to third parties – this is only for potential future fundraising initiatives such as Christmas cards / tea towels / bags in which children's designs or personalised items are to be purchased

What short term information will the PTA request to send to a third party and why?

KABS may offer fundraising initiatives from a third party that allow items to be ordered or places to be booked in return for KABS receiving a donation. With these initiatives, parents will be required to complete an order or booking form, therefore giving permission for KABS to pass their information to the third party.

Typically, personal information required will consist of a combination of the following:

- A parents name, contact details and signature – to confirm the order / booking and to allow KABS or third party to get in touch with any queries
- Childs name, class and school – in order for the items / tickets to be passed on correctly
- Address – for any items that require postal delivery
- Allergy, dietary or medical information - for health & safety reasons
- This information will be kept by KABS for 2 weeks after the items have been issued, in case of any matters that need following up

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How is the information stored?

All paper forms will be kept in a secure location. Information that has been transferred to computer data or obtained electronically will be kept in password protected profiles.

Who has access to the information?

Only KABS committee members (Chair, Secretary, Treasurer and Event Coordinators) are authorised to access this information. On occasion it may be necessary to pass on the information to other Committee members. Reasons would include, but are not exclusively limited to, distributing items to classes/children, confirming event attendance, when providing refreshments during events or ensuring our team is aware of any existing medical or allergy conditions.

How will the information be disposed of?

Once the information deadline has been reached, paper information will be processed for confidential shredding and computer files will be permanently deleted.

What if someone else (including other parents) send you information about me or my children?

If we are passed any information by a third party that was unauthorised, we will immediately get in touch with you to tell you what we have, who from and why. If you inform us that we are not to have this information it will be destroyed immediately.

Why can't KABS ask the school for some of the information?

KABS is a volunteer organisation, although we fundraise for Broughton Primary School, KABS is a separate body and we are governed by the rules laid out in our constitution. Therefore, Broughton Primary School cannot share any personal information with KABS without obtaining permission beforehand. KABS are also not permitted to share information with the school without prior permission.

What if I have questions?

If you have any questions regarding the KABS GDPR Policy, you can get in touch by contacting the Chair or Secretary – contact kabs@broughton-pri.cumbria.sch.uk or via the school office.

Additionally, we have a Facebook public page that if you 'like' or 'follow' means you opted-in to view posts in your news feed. We will never create any post that show personal or identifiable information. You can 'like' or 'unlike' our Facebook page at any time.

Find our page by clicking here: <https://www.facebook.com/100083578595405>