

COCKERMOUTH SCHOOL & COMMUNITY ASSOCIATION

PRIVACY POLICY

Cockermouth School & Community Association (CSCA) is a separate organisation to Cockermouth School (although the school does help us with some administrative tasks).

The CSCA has its own Privacy Policy to help ensure compliance with the General Data Protection Regulations (GDPR).

We may collect personal data from students' parents and carers to help us with CSCA projects so we can communicate with the individuals involved.

What types of information do we collect?

We may collect some or all of the following depending on the activity involved:

The parent/carers/students name and contact details – which may include address
telephone number and email address
Student year and form
Student allergies
Bank details

Why do we collect this information?

To advise parents/carers/students of future CSCA events
To request for help in organising events or to help with fundraising
To allow the administration of the "100" Club and any similar fund raising activity (which requires us to use bank details for the setting up of Standing Orders)
If we organise an event which involves the use of food we may need to collect details of any student allergies to minimise any health risks

What is our legal basis for using this information?

All data is collected by consent.

How long do we hold data for?

We hold name and address details while the student is at Cockermouth School – and also after they have left so that we may continue to contact with information about CSCA events they may be interested in.
Bank details are passed on to the bank as soon as the "100" club is joined and are destroyed once the first standing order payment has been received.
We will destroy any data we hold on you immediately on request.

Photographing and Videos

We may take pictures or record events – in which case we will advise you in advance. These may be published on various media. If you don't want to be included please let us know.

Data Sharing

We share data with Cockermouth School where they carry out processing on our behalf. Data is not shared with any other third party and Cockermouth School will not share the data. The school may store data on our behalf.

Data Storage

We hold any data you give us securely and access is restricted to those with a valid reason for processing the data.

Accessing your data

Please write to us - the CSCA c/o Cockermouth School, Castlegate Drive, Cockermouth CA13 9HF

More Information

You can read more about GDPR on the Information Commissioner's Office (ICO) website <https://ico.org.uk>. If you have a concern about how we are using your data please contact us first. You have the right to complain to the ICO if you are concerned about how we are handling your data.