

MPA DATA PROTECTION (PRIVACY) NOTICE

WHO WE ARE

Moulsford Parents' Association ("MPA") is a charity with a registration number of 1092475. The MPA is established to generate funds, which can be invested in a range of items for the benefit of the boys at Moulsford Preparatory School ("The School") and to enhance the feeling of community at Moulsford by putting on a range of events throughout the year that enable parents and staff to socialise.

The MPA is a Data Controller for the purposes of Data Protection Law which means it determines how an individual's personal data is processed and for what purposes.

WHAT THIS POLICY IS FOR

This policy is intended to provide information about how the MPA will use (or "process") personal data about individuals including: its Committee members and Task forcers, Form representatives and parents of boys at the School. This information is provided in accordance with the rights of individuals under Data Protection Law to understand how their data is used. MPA Committee members, school personnel and parents are all encouraged to read this Privacy Notice and understand the MPA's obligations to its entire community. This Privacy Notice applies alongside any other information the School may provide about a particular use of personal data. This Privacy Notice also applies in addition to the School's other relevant terms and conditions and policies.

Anyone who volunteers for, or acts on behalf of, the MPA (including service providers) should also be aware of and comply with this Privacy Notice and the MPA's Data Protection policy.

RESPONSIBILITY FOR DATA PROTECTION

The MPA will deal with all your requests and enquiries concerning the MPA's uses of your personal data (see section on Your Rights below) and endeavour to ensure that all personal data is processed in compliance with this policy and Data Protection Law. Requests and enquiries should be sent to the MPA on mpa@moulsford.com.

WHY THE MPA NEEDS TO PROCESS PERSONAL DATA

In order to carry out its daily operation, the MPA may process a limited range of personal data about individuals. The uses of personal data will be made in accordance with the MPA's legitimate interests. The MPA expects that the following uses may fall within that category of its (or its community's) "legitimate interests":

- ☑ Maintaining relationships within the School community, including social or fundraising activity;
- ☑ To maintain our own accounts and records;
- ☑ To manage our volunteers;
- ☑ To process gift aid applications.

TYPES OF PERSONAL DATA PROCESSED BY THE MPA

This will include by way of example:

- ☑ names, addresses, telephone numbers, e-mail addresses and other contact details;
- ☑ Gift aid declarations;
- ☑ Any dietary requirements required for event catering;

HOW THE MPA COLLECTS DATA

Moulsford Preparatory School, Moulsford-on-Thames, Oxon, OX10 9HR

Telephone: 01491 651438 **Email:** mpa@moulsford.com **www.moulsford.com**

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Generally, the MPA receives personal data through the School Portal that is entered directly by the parents indicating their consent of the data that can be shared. In certain instances, from the individual directly (including, in the case of students attending the disco, from their parents). This may be via an event application form, or simply in the ordinary course of interaction or communication (such as email).

WHO HAS ACCESS TO PERSONAL DATA AND WHO THE MPA SHARES IT WITH

Personal data collected by the MPA will remain within the MPA, and will be processed by appropriate individuals only in accordance with access protocols. The Form Representatives are encouraged to use the School Portal to minimise the sharing of data. Parents should be reminded that personal data obtained via My School Portal should not be used for personal commercial marketing or advertising.

Some of the MPA's processing activity is carried out on its behalf by third parties such as Ticketsource who process the bonfire tickets. This is subject to contractual assurances that personal data will be kept securely and only in accordance with the MPA and School's specific directions.

HOW LONG WE KEEP PERSONAL DATA

The MPA will retain personal data securely and only in line with how long it is necessary to keep for a legitimate and lawful reason. Event information will be destroyed after the event, PA Committee members and task force details will be updated annually after the AGM. However gift aid declarations will be kept for 7 years from the end of the accounting period they relate to.

KEEPING IN TOUCH AND SUPPORTING THE MPA

To keep the School community updated about the MPA activities all communication will be sent via the School's Week Ahead email. Should you wish to limit or object to any such use, or would like further information about them, please contact the School in writing. You always have the right to withdraw consent, where given, or otherwise object to direct marketing or fundraising. However, the School may need nonetheless to retain some of your details (not least to ensure that no more communications are sent to that particular address, email or telephone number).

YOUR RIGHTS

Individuals have various rights under Data Protection Law to access and understand personal data about them held by the MPA, and in some cases ask for it to be erased or amended or for the MPA to stop processing it, but subject to certain exemptions and limitations. Any individual wishing to access or amend their personal data, or wishing it to be transferred to another person or organisation, should put their request in writing to the MPA at mpa@moulsford.com. The MPA will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event within statutory time-limits, which is one month in the case of requests for access to information. The MPA will be better able to respond quickly to smaller, targeted requests for information. If the request is manifestly excessive or similar to previous requests, the MPA may ask you to reconsider, but only where Data Protection Law allows it. You should be aware that certain data is exempt from the right of access. This may include information which identifies other individuals, or information which is subject to legal professional privilege.

WHOSE RIGHTS

The rights under Data Protection Law belong to the individual to whom the data relates.

DATA ACCURACY AND SECURITY

The MPA will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Individuals must notify the School of any changes to information held about them to ensure any Class Contact lists are kept up to date. An individual has the right to request that any inaccurate or out-of-date information about them is erased or corrected (subject to certain exemptions and limitations under the Act). The MPA will take appropriate technical and organisational steps to ensure the security of personal data about individuals. All MPA Committee members will be made aware of this policy and their duties under Data Protection Law and receive relevant briefing.

QUERIES AND COMPLAINTS

Any comments or queries on this policy should be directed to the MPA using the email address: mpa@moulsford.com. If an individual believes that the MPA has not complied with this policy or acted otherwise than in accordance with Data Protection Law, they should utilise the School complaints or grievance procedure and should also notify the Bursar. The MPA can also make a referral to, or lodge a complaint with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with the School before involving the regulator.