

## **FAB Privacy Notice**

FAB will collect volunteer data for the purpose of supporting FAB events or Class Rep roles.

Data collected:

- name
- email
- contact phone number
- volunteer's child(ren)'s name and class(es) where relevant
- deletion date

FAB will record an agreed deletion date for the data. Suggested deletion date will be the end of the school year when the volunteer's youngest child leaves Balfour Primary School. The Volunteer may confirm this date when providing consent or it will be calculated based on their child's class.

Volunteer data for an event will be stored in a password protected file.

Class Rep volunteer data for a school year will be held in a password protected file.

FAB files will be stored a cloud based storage facility. This is also password protected and limited to specified FAB committee members. Passwords are changed on a regular basis.

Volunteers have the right to request changes to their data or to request it is deleted. To do this, the volunteer must email the [volunteers@friendsatbalfour.org](mailto:volunteers@friendsatbalfour.org) address. FAB will confirm change or deletion within one month.

Volunteers have the right to complain about how their data has been used to the Information Commissioner's Office (ICO) [www.ico.gov.uk](http://www.ico.gov.uk)

Data breaches will be notified to the DPO within 72 hours' notice of confirmation of the breach. Impacted individuals will be notified within one month.

Date 08/05/2018