



**The Gateway Parents and
Friends Association**
(Registered Charity 1103283)

The General Data Protection Regulations (GDPR) covers the processing of personal data by any organisation, including The Gateway Parents and Friends Association (the “**PFA**”). We process your personal data in connection with our fundraising activities on behalf of The Gateway Primary Academy (the “**School**”) as specified more fully below.

Please see below for our Privacy Statement. It is important that you read this to understand what data we collect and how it is used. Please note that School’s own policy relating to GDPR is separate to this Privacy Statement and can be found on the School’s website or by contacting the School’s Data Protection Officer SPS (Schools Personnel Service) DPO Service by email on sps-dpo-services@systemsintegration.com.

Privacy Statement

What personal data do we collect?

Your personal data (being any information which identifies you, or which can be identified as relating to you personally, for example, name, address, phone number, email address) may be collected and used by us. We will only collect the personal data that we need.

Your activities and involvement with us may result in personal data being created. This could include details of how you’ve helped us by donating, sponsoring or volunteering or being involved with our campaigns and activities.

We collect personal data as follows:

	What is the activity and/or which people are involved?	Why do we need this?	How long will this information be kept?	What is the legal basis for holding this information?
Fundraising events				
1.	The names, telephone numbers and class their child is in at the School (if applicable) of our event volunteers.	So that we can actively manage events, e.g. Summer and Christmas Fairs.	Until three weeks after the event has finished.	Consent.
2.	The names and telephone numbers and class their child is in at the School (if applicable) of those persons attending our events.	So that we can circulate tickets and details of events and verify attendance at the event.	Until three weeks after the event has finished.	Consent.



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3.	The names of persons and class their child is in at the School (if applicable) of entrants into competitions (e.g. cake baking competitions).	So that we can actively manage the event and liaise with them regarding the awarding and collection of prizes.	Until three weeks after the event has finished.	Consent.
4.	The names, addresses, telephone numbers and class their child is in at the School (if applicable) of those buying raffle tickets in connection with events.	So that we can actively manage our raffle and liaise with them regarding the awarding and collection of prizes.	Until three weeks after the event has finished.	Consent.
5.	The names, addresses, telephone numbers and class their child is in at the School (if applicable) of those persons who volunteer to display sale boards from estate agent sponsors.	So that we may actively manage the process of erecting and removal of the sale boards in connection with an event.	Until two weeks after the event has finished.	Consent.
6.	The names, addresses, telephone numbers and banking details of suppliers.	So that we can book them for the event, pay them for it and book them for future events.	Financial details until 30 days after event ended. Name and contact details for one year after the event.	Consent.
7.	The names, addresses, telephone numbers and email addresses of our donors and event sponsors.	So that we may liaise with them regarding sponsorship and donations. So that we may list them on our list of	For one year after the event.	Consent.



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		sponsors displayed at our events, in our newsletter and on our social media sites. So that we may approach them for their support for future events.		
PFA Governance and organisation				
8.	The names, addresses and telephone numbers of PFA committee members.	So that our PFA is governed and organised properly and can run smoothly.	One year after they cease to be a member of the committee.	Consent.
9.	The names and addresses of PFA committee members.	To register such members as trustees with the Charity Commission.	One year after they cease to be a member of the committee.	Legal obligation.
10.	The names of those persons attending meetings of the PFA committee.	So that our PFA is governed and organised properly and can run smoothly. So that discussions had, and decisions made at such meetings can be accurately recorded.	Minutes of meetings are kept for the duration required by the PFA's constitution.	Legitimate interest.

Please note that in relation to any personal data shared by any person within the Facebook group of the PFA, such data will be processed in accordance with Facebook's own terms of use and data protection policies.

How do we treat the data that we collect?

We process personal data lawfully, fairly and in a transparent way.



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We collect personal data only for specified, explicit and legitimate purposes.

We process personal data only where it is adequate, relevant and limited to what is necessary for the purposes of processing.

We keep accurate personal data and take all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay.

We keep personal data in a form which permits identification for personal data for no longer than is necessary for the purpose of the processing or, if for longer periods, for such reasons as permitted by the GDPR.

We adopt appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, and accidental loss, destruction or damage.

Where we have obtained consent to use personal data, this consent can be withdrawn at any time by you in writing.

If you want a copy of the information we hold on you, please email gatewaypfa@gmail.com