



## Your personal data and the Friends of Danes Hill

These days we are all aware of the importance of keeping our personal data safe and secure.

The FODH appreciate that when you share your data with us you trust us to look after it.

### **This is how we intend to do this:**

We hold personal contact information for all parents who provide it. We are aware of our obligations under the Data Protection Act which will be soon be replaced by the GDPR (General Data Protection Regulations). Any personal data you provide to the FODH is handled under the following guiding principles:

1. Personal data shall be processed fairly and lawfully and never provided to 3<sup>rd</sup> parties.
2. Personal data shall be obtained only for one purpose and this is to maintain a network of contacts for parents while their children are at Danes Hill School.
3. Personal data shall be adequate, relevant and not excessive.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data shall not be kept for longer than is necessary.
6. Personal data shall be processed in accordance with Subject Access Rights.
7. Any personal data stored in hard copy or electronically will be safe and secure.

Class contact lists are compiled by the FODH class reps for each academic year. Once completed the list will be distributed to all opted-in parents in the class. By providing your details for inclusion on the class list you are authorising the Friends of Danes Hill to hold your details for the duration of your time at Danes Hill School. Your inclusion is entirely voluntary. If you choose to be included and later wish to opt out please notify FODH in writing by e-mailing [fodh@fodh.co.uk](mailto:fodh@fodh.co.uk) Full details of the FODH Privacy Policy can be found at [www.fodh.co.uk](http://www.fodh.co.uk) FODH will only ever use your details for FODH-related purposes and will never pass your details onto a third party.

**If you have any questions please email us at: [fodh@fodh.co.uk](mailto:fodh@fodh.co.uk)**