

Friends of TBPS Privacy Statement

- We will respect your personal information and your privacy.
- We will not share or sell your information to other organisations.
- You can update how you want to hear from us at any time:
If you would like to update your communication preferences, please email:
friendsoftannersbrookschool@gmail.com

Friends of TBPS is committed to being transparent on our data practices and we understand that this is important to our members/supporters. Communicating with you is vital, to enable us to inform you of Friends of TBPS activity, such as meetings, events and to request support.

Personal information is collected directly from you when you interact with Friends of TBPS, for example when you make an enquiry, book tickets for an event or donate by paper form or via e-mail.

The information we collect will typically include your name, email address and your phone number or if you are supporting us financially you may provide us with your bank details. We collect this information in order to respond to any enquiry and to also keep in touch with you about Friends of TBPS's work.

Examples include:

- To provide you with information of an up and coming event/meeting.
- To process donations or other payments/reimbursements and verify financial transactions.
- To provide you with the most relevant communications.

We will never sell or swap your personal details with other organisations.

We may use other organisations/companies to provide services on our behalf, including delivering postal mail, making phone calls/texts and/or sending emails. We will only provide those organisations/companies with the information they need to deliver the service and we ensure that your data is treated with the same level of care as if we were handling it directly. We may disclose personal information if required to do so by law and may use external data for the purposes of fraud prevention.

Friends of TBPS takes the handling of your data seriously and undertakes all appropriate measures to protect your personal information. This includes the use of secure servers, firewalls and data encryption – as primary Friends of TBPS members data is held/handled by Tanners Brook Primary School. We also ensure that our committee/volunteers understand the importance of protecting your personal data.

We will retain your information for as long as you have an active relationship with Friends of TBPS. If you cease to have an active relationship with us or request to receive no further contact, we may retain some basic information, in order to avoid sending you unwanted materials in the future. If you would prefer us to delete your data, we will do so at your request.

To request an information access report which details the information we hold about you, please send your request in writing to:

Chair, Friends of Tanners Brook Primary School
Tanners Brook Primary School
Elmes Drive
Southampton
Hampshire
SO15 4PF

We aim to issue an initial response to all enquiries within five working days and will offer a full response to all information access requests within 40 working days of receipt.

For further information please contact a member of the Friends of TBPS Committee:
friendsoftannersbrookschool@gmail.com

Any alterations to our policy on the collection or use of data will be posted on the Friends of Tanners Brook Primary School website:

<https://friendsoftannersbrook.wordpress.com/>

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