The General Data Protection Regulation (GDPR) and FOWCP Personal Data Policy

As part of the introduction of GDPR, all companies have reviewed how they manage all personal data, this includes Friends of Wymondham College Prep (FOWCP). Thanks to technological advances, the amount of personal data being stored is rapidly increasing – every time you shop online, use your favourite app or 'like' a photo on Facebook you generate data which is why the law has been updated to better protect people. GDPR is all about giving you more control on how your personal data is used.

We have looked at the data we have retained and what it means for you. The information we hold varies for each event. Details of what we hold, why we hold it and how long we keep it is outlined in the attachment GDPR details.

Document Audit Log

Date	Author	Change/Comment	Reviewed and Approved By	Reviewed and Approved Date
10/02/24	Dan Orsborne	- Changed wording of 'Where held' for Committee members and Volunteers to '<mark>Details are held in SharePoint and are accessible to the FOWCP Chair, Secretary and Treasurer</mark>' to simplify the description of where it was stored. - Added section 5 for Gift Aid Declaration data - Removed 'This document is supplement to the FOWCP Data Protection Policy' as there is no such policy - Added section 6 for event stall holders and PI insurance details		
04/09/24	Dan Orsborne	- Reviewed September 2024 as part of the annual review. No changes necessary so just published again		
24/09/24	Dan Orsborne	- Added clarification around Event Signup data that we hold		
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The General Data Protection Regulation (GDPR) FOWCP

Reference number	Who is the personal data about?	Type of personal data?	Why are we holding it?	Where did it come from?	How did it reach us?	Where is it held?	How long is it held for?
1	FOWCP committee members and trustees	Name, Addresses and phone numbers. Declarations for safeguarding, policies and suitability to join FOWCP	To keep committee members up to date with FOWCP business. For safeguarding, insurance and audit purposes to know who's volunteering with us	Each person provided it to us personally	- Via specific Committee WhatsApp group - Via the FOWCP Volunteer Declaration Form	WhatsApp Group shows names and phone numbers to all other members. Details are held in SharePoint and are accessible to the FOWCP Chair, Secretary and Treasurer	Details held while someone is a member of FOWCP and updated annually. Details can be removed at any point by notifying the Chair.
2	FOWCP Event Volunteers	Name, Addresses and phone numbers. Declarations for safeguarding, policies and suitability to join FOWCP	For safeguarding, insurance and audit purposes to know who's volunteering with us	Each person provided it to us personally	Via the FOWCP Volunteer Declaration Form	Details are held in SharePoint and are accessible to the FOWCP Chair, Secretary and Treasurer	Details held for 1 year from last time they volunteered with FOWCP. Details can be removed at any point by notifying the Chair.

| 3 | Potential FOWCP Volunteers | Names and phone numbers | To contact volunteers for events | Each person provided it to us personally | Via specific Volunteer WhatsApp group and Classlist app | WhatsApp details Classlist App | Volunteers are free to leave group at any time – numbers are not stored outside of the group.

Parents can tailor information shared within the Classlist app. |
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| 4 | Anyone who emails FOWCP | Email address | Various | Person emailing FOWCP | Email | Mail inbox and sub folders | Maximum 24 months. Folders are regularly reviewed and outdated information deleted. Core committee members have access to the inboxes. |
| 5 | Gift Aid Declaration Donors | Gift Aid Declaration including address and type of declaration | Gift Aid Claims | Each person provided it to us personally | Microsoft Forms | Details are held in SharePoint and are accessible to the FOWCP Chair, Secretary and Treasurer | **If the declaration is for a one-off donation:**

We hold the data until we have made the gift aid claim.

If the declaration is for all future donations:

Providing a new donation is made within 2 years we will |

							continue to keep the declaration details. If there is no new donation within 2 years we will remove the details we hold. We will keep data on our Gift Aid submissions in SharePoint and this may contain details about historical Gift Aid Declarations. This data will not be used for a new Git Aid claim and will be removed when we no longer need to keep it for HMRC.
6	Event Stall Holders	Insurance and Contact Details	For running an event	Each person provided it to us personally	Email	SharePoint	Held for 90 days after the event date and then deleted

| 7 | Event Signup Information | Name, email and phone numbers of parents /carers/guardians Child names, classes, allergies and other important information relevant to the event | To run events safely and securely | Parents/Carers/Guardians filling in the FOWCP Event Signup form | Electronically via Azure hosted SSL encrypted website | Azure Cosmo DB | Until the event is complete. Details removed within 7 days of the end of the event. |