

Warwick Preparatory School Association

Privacy Statement

WPSA collects and uses some personal data, mainly in order to communicate with parents who sign up for WPSA led events and initiatives. We are not changing how we use or collect personal information but given our charitable status we want to clarify how and why we store and process data, and your rights under the General Data Protection Regulation.

What personal data does WPSA collect?

We collect, use and store data when a parent signs up for any of the following:

WPSA events and other initiatives

Certain events and initiatives that we organise may require us to collect:

- Parent's name
- Child's name
- Child's form
- Contact details (email/phone number)
- Payment details
- Details of allergies, any dietary requirements etc.

We will delete this data once the event or initiative is over.

We may also take photos and videos during WPSA events. Data subjects will be made clear that this is happening.

Please note we communicate upcoming events and uniform donation requests to parents via the Warwick Prep weekly letters which are sent out by the school by email. We do not store/use these email addresses directly ourselves.

WPSA class reps and parent helpers

Parents can sign up to be a class rep or a parent helper at WPSA events. We collect:

- Parent's name
- Contact details (email/phone number)

We will delete these details at the request of the data subject or when their child leaves the school.

Class reps will ask parents if they wish to join a class WhatsApp group. This is entirely voluntary but if parents choose to join, the class reps will collect:

- Parent's name
- Contact details (phone number)
- Child's name
- Child's form

We will delete these details at the request of the data subject or when their child leaves the school.

200 Club

Parents can sign up for the 200 Club where we collect:

- Parent's name
- Contact details (email/phone number)
- The number/s you purchase

We will delete these details when the data subject informs us that they no longer wish to take part in the 200 Club.

WPSA Uniform Shop

The WPSA Uniform Shop collects the following data:

- Parent's name
- Contact details (address, email, phone number)
- Bank details
- Child's name
- Child's form

We will delete these details at the request of the data subject or when they are no longer sellers of uniform. .

Gift Aid Declarations

We collect the following information through gift aid declarations:

- Parent's name
- Child's name
- Address

Data is required to be stored for 7 years to comply with HMRC regulations for all past gift aid claims. We will delete the declaration at the request of the data subject and will not apply for any future gift aid under these circumstances.

Personal data given to WPSA by Warwick Prep School

Warwick Prep School gives us certain data to enable us to reclaim gift aid on the annual subscriptions you pay to be a member of WPSA. This data includes:

- Parent's name
- Child's name
- Address
- Pupil number

Data is required to be stored for 7 years to comply with HMRC regulations for all past gift aid claims. We will delete the declaration at the request of the data subject and will not apply for any future gift aid under these circumstances.

On what basis does WPSA collect and use personal data?

We only collect, store and use data that we have gained through consent. Parents can complete the relevant forms to indicate their consent to the relevant processing.

Managing and storing data

We will ensure all data that you give us is kept securely and restricted to those with a 'need to know'. We are committed to protecting information about you and your children.

Sharing data

We will never share personal data with a third party without consent.

Accessing your data

If you want to find out what data WPSA holds about you, please contact wpsa@warwickprep.com. We are happy to share it with you at any time and you can also ask us to delete your data from our records at any time.

More information

You can read more about GDPR on the Information Commissioner's Office (ICO) website www.ico.org.uk. You have a right to complain to the ICO if you are concerned about how an organisation is handling your data.