

## **Privacy Notice – Queen Emma Primary School Parents, Staff and Friends Association (PSFA)**

### **Who we are**

For the purposes of Data Protection legislation, Queen Emma PSFA is the Data Controller. This means it is in charge of personal data about you.

Our e-mail address is: queenemmapsfa@gmail.com. Our postal address is:

c/o Queen Emma Primary School

Gunhild Way

Cambridge

CB1 8QY

### **How we use your information**

We process personal data relating to our Committee members and those that attend our meetings. This is for the purpose of developing a sense of community, organising events and raising funds to enrich the school environment.

The personal data includes identifiers such as names and contact details. It does not include sensitive personal data such as ethnic group and medical information.

Collecting and using your information in this way is lawful because the processing is necessary for the performance of our aims which is a legitimate interest.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

### **Consent to electronic communications (e-mail)**

We will seek your consent to contact you by e-mail to inform you of events being held and other PSFA activities in which you may be interested or for the purposes of school consultation. You can withdraw your consent at any time by sending us an e-mail.

### **How we share your information with third parties**

We will not share information about you with third parties without your consent unless the law allows or requires us to do so.

### **How long we keep your personal information**

We only keep your information for as long as we need it or for as long as we are required by law to keep it.

### **Your rights**

You have the right to:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you
- Ask for our processing of your personal information to be restricted
- Data portability
- Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you or to ask us to delete your information please contact the PSFA Secretary at [queenemmapsfa@gmail.com](mailto:queenemmapsfa@gmail.com).

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the PSFA Secretary and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.