

Privacy Policy

At CCHS PA, we are committed to protecting and respecting your privacy. This Policy explains when and why we collect personal information about people, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time, so please check this page occasionally to ensure that you're happy with any changes. In sharing your information with us, you are agreeing to be bound by the conditions set out within this policy.

Who are we?

Chelmsford County High School for Girls Parents Association (herein "CCHS PA" or "the PA") exists to raise funds for the advancement of the education of students of CCHS and to foster community relationships within the School. We are a registered charity operating in Essex, UK (UK charity #287962). Our registered address is C/O CCHS, Broomfield Rd, Chelmsford CM1 1RW. Tel 01245 352592.

The Data Controller is The Secretary, currently Mrs Tracy Gigov, Email: pa@cchs.essex.sch.uk

Our ICO reference number is A8733294

How do we collect information from you?

We obtain information about you only when you approach us, for example, to make a donation, to ask to be on our mailing list or to volunteer for an event. We may obtain information in person, by email and over the telephone.

What type of information is collected from you?

The personal information we collect might include your name, postal address, email address, and telephone number. If you make a donation or payment to us, your payment card information is not held by us, it is collected by our third party payment processors, who specialise in the secure online capture and processing of credit/debit card transactions, as explained below.

How is your information used?

We may use your information to:

Process donations that you have made

Process payments that you have made eg Wishlist Lottery

Send you communications which you have requested and may be of interest to you

Send you communications which we believe may be pertinent to you

Seek your views or comments on the services we provide

Notify you of changes to our services

We review our retention periods for personal information on a semi regular basis. We are legally required to hold some types of information to fulfil our statutory obligations (for example the collection of Gift Aid). We will hold your personal information on our systems for as long as is necessary for the relevant activity.

Who has access to your information?

Executive Trustees of the PA only, also Mr Tony Liversedge for Wishlist Lottery only

What we don't do

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

When you are using our online donation service, your purchase is processed by a third party payment processor, who specialises in the secure online capture and processing of credit/debit card transactions. If you have any questions regarding secure transactions, please contact us.

We may keep payment details for Wishlist Lottery, in the form of bank direct debit authorisations

Your choices

You have a choice about whether or not you wish to receive information from us.

We will not contact you for marketing purposes by email or phone unless you have given your prior consent. We will not contact you for marketing purposes by post if you have indicated that you do not wish to be contacted. You can change your marketing preferences at any time by contacting us by email, pa@cchs.essex.sch.uk.

How you can access and update your information

The accuracy of your information is important to us.

If you ask us to delete your records we will destroy all relevant personal information that we hold on our files.

If you change email address, or any of the other information we hold is inaccurate or out of date, please email us, pa@cchs.essex.sch.uk or write to us c/o **CCHS, Broomfield Rd, Chelmsford, Essex CM1 1RW**.

You have the right to ask for a copy of the information CCHS PA holds about you.

16 or Under

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

Review of this Policy

We keep this Policy under annual review. This Policy was last updated Sept 2020.

Any questions regarding this Policy and our privacy practices or complaints should be sent by email to pa@cchs.essex.sch.uk.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Sept 2020

CCHS PA