

CCHS Parents' Association



Working to Support

Chelmsford County High School for Girls

A Grammar School with Academy Status

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. By using our website, you're agreeing to be bound by this Policy.

Who are we?

Chelmsford County High School for Girls Parents Association (herein CCHS and/or the PA) exists to raise funds for CCHS. We are a registered charity operating in the UK (UK charity #287962).

Our registered address is Broomfield Rd, Chelmsford, CM1 1RW.

The Data Controller is The Secretary, currently Berenice Kude (Berenice_kude@yahoo.co.uk)

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, Whatsapp group, or to volunteer for an event. We 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 to us online, 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.

Send you communications which you have requested and may be of interest 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 an ad hoc 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.

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

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

Third-party involvement

When you are using our secure online donation service or purchasing goods from CCHS PA, 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.

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.

If you ask us to delete your records, we will destroy all relevant personal information that we are holding on file.

How you can access and update your information

The accuracy of your information is important to us.

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 CM1 1RW.

You have the right to ask for a copy of the information we hold 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 semi regular review. This Policy was last updated Sept 2023.

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>

Catherine Carby
Chair CCHS PA
6th September 2023