



***Friends of KGGS* Privacy Notice**

Friends of KGGS is the data controller for the purposes of data protection law.

Under data protection law, individuals have a right to be informed about we use any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Your Name
- Your contact details
- Name and form of your daughter

Why we use this data

We use this data to:

- Inform you of *Friends of KGGS* events
- Ask for volunteers or donations for *Friends of KGGS* events
- Recruitment of members to the *Friends of KGGS* committee
- Circulation of agendas, minutes, AGM details and other notices as appropriate
- To ensure that events run by *Friends of KGGS* can be operated safely

Our legal basis for using this data

We only collect and use personal information about you when we have a legitimate interest (e.g. ensuring that events can be operated safely and securely, circulation of minutes, agendas and details of the AGM) or where you have given us your consent.

Where you have given your consent for us to use your data (e.g. contacting you regarding events, fundraising and any other activities organized by the *Friends of KGGS*) this can be withdrawn at any time by emailing friendsofkggs@kggs.org

Data retention

We will keep your personal information until your daughter stops attending KGGS.