



**Brompton**  
Academy

## Privacy Notice for BA Associates

<b>Person responsible for this document:</b>	
Director of corporate services and well being	
<b>Reviewed by:</b>	<b>Date:</b>
J Price	February 2024
<b>Approved by:</b>	<b>Date:</b>
Members of Associates	February 2024

Under data protection law, individuals have a right to be informed about how BA Associates uses 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. This Privacy Notice explains how we collect, store and use personal data.

## **The personal data we hold**

Personal data that we may collect, use, store and share:

- Name and addresses
- Other contact information including email addresses and telephone numbers

## **Why we use this data**

We use this data to:

- Contact individuals for support and help at academy fundraising events
- Compile a list of attendees and year group for academy fundraising events
- Compile a list of emergency contact numbers for parents/carers
- Contact winners of raffle and bidding prizes
- Provide contact information to the University of Kent our sponsor to promote their events.

## **Our legal basis for using this data**

We only collect and use personal data when the law allows us to, for example where:

- We need it to perform a fundraising event in the academy's interest
- We have obtained consent to use it in a certain way

Where we have obtained consent to use personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

## **Collecting this information**

Whenever we seek to collect information from parents, carers or students, we make it clear it is optional.

## **Sharing Data**

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

## **How we store this data**

We keep all electronic personal information on a secured database, and at the end of each academic year all data will be deleted from the secure database. Any paper-based information e.g. raffle tickets, will be stored securely and confidentially disposed of. If you want a copy of the information we hold on you please email [communityteam@universityofkentacademiestrust.org.uk](mailto:communityteam@universityofkentacademiestrust.org.uk)