

George Abbot PTA Data Privacy Policy – Sainsbury’s Shopping Scheme

Last Updated: This policy is effective from 25th May 2018.

1. Introduction:

George Abbot PTA, a registered charity run by volunteers, is the data controller of the information you choose to share with us.

This privacy policy explains how George Abbot PTA, uses and protects information that you provide in relation to the Sainsbury’s Shopping Scheme.

We are committed to ensuring that your privacy is protected and you can be assured that any data you provide us with, will be used only in accordance with this privacy statement. Please read this privacy policy carefully and ensure that you have understood its terms.

Should you have any queries, our contact details can be found at the end of this policy.

2. Changes to our Privacy Policy:

We may change this policy from time to time by updating this page. You should check this page regularly to ensure that you are happy with any changes.

3. What we collect:

We collect information about you when you request to register to join the Sainsbury’s Shopping Scheme. We collect your name, e-mail address and postal address. If completing the direct debit form we will collect the name of your bank, account number and sort code.

4. Who has access to your data:

The personal data that you provide to us is collected and processed by us.

If you provide us with bank information to set up a direct debit, this will be passed to your bank for the purposes of setting up the debit arrangement, after which it will be deleted.

We do not give or sell your personal information to any other organisation. We will not disclose any personal data to any third parties except to prevent fraud, or if required to do so by law.

5. What it is used for:

Personal information which you supply to us will only be used to set up a Sainsburys Shopping Scheme account and / or to contact you about the Sainsbury’s Shopping Scheme.

6. Transfer of data abroad:

We do not send any Personal Data outside of the UK.

7. Data security:

We take the protection of your privacy and personal data very seriously. The General Data Protection Regulations require that we follow strict security procedures in the storage and disclosure of personal data to prevent unauthorised access and we have procedures to ensure that this protection is secured for you in line with this legislation.

8. Your rights and choices:

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please e-mail or write to us at the address given below.

We want to make sure that your personal information is accurate and up to date. If you believe that any information we are holding about you is incorrect or incomplete, please write to or email us as soon as possible, at the address given below. We will promptly correct any information found to be incorrect.

If you no longer wish to participate in the Sainsburys Shopping Scheme, you have the right to request the deletion of your Personal Information by writing or e-mailing us. We will promptly delete any Personal Information that we hold about you. You should also contact your Bank to cancel the relevant Direct Debit.

9. How long we keep information:

We will only collect the minimum amount of personal information necessary and will only keep your information for as long as follows:

The time period for which we keep personal data is kept as long as necessary to fulfil the purpose for which we collected it. We will then delete the personal data unless we are legally required to retain it or if we need to retain it in order to comply with our legal obligations.

Subject to any applicable legal requirements, we will retain personal details as long as you are a member of the Sainsbury's Shopping Scheme. When you request to leave your data will be deleted.

10. Further Information:

We welcome your questions and comments about privacy issues. Should you have any questions or issues you would like to raise with us regarding our data usage practices or the specific use of your data then please contact us:

Email: pta@georgeabbot.surrey.sch.uk

George Abbot PTA

Woodruff Avenue

Burpham

Guildford

GU1 1XX

Registered charity number: 1124156