

SNAPS Privacy Policy (Updated: May 2018)

By law, under GDPR or "General Data Protection Regulations", we are required to tell you about how we use your data.

Who we are

St Nicholas Association of Parents and Staff (abbreviated to "SNAPS") is the Parent, Teacher and Friends Association for Norton St Nicholas School, Letchworth. Membership of SNAPS consists of all parents / guardians of pupils currently attending the school and all teachers and support staff and supporters of the school.

SNAPS is a registered charity (Charity Commission registered number 1060846). The object of the Association is to advance the education of the pupils in the school. In furtherance of this object, the Association may develop effective relationships between the staff, parents and others associated with the school; engage in activities which support the school and advance the education of the pupils attending it; and provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the Committee shall from time to time determine.

What we will do with your information and who it will be shared with

SNAPS Chat Emailing List at snapschat@yahoo.co.uk

SNAPS will hold names and email addresses on the snapschat contact list, for people who have consented to receive general mailing emails from snapschat@yahoo.co.uk. These addresses will not be provided to anyone else without prior permission from the individual. Emails will be sent to contacts on the snapschat contact list to advertise / remind everyone of forthcoming events & fundraising activities and ask for help / donations towards them; to email after events with photos, thank yous, details of totals raised or any lost property etc; and to advise of upcoming committee meetings, agendas, financial reports and subsequent minutes

Other email addresses will be held in the Snapschat email account when individuals send emails to snapschat@yahoo.co.uk. These will be used to communicate with the individual regarding the subject about which they were emailing. They will not be added to the snapschat general mailing list, unless the individual consents as above, and will not be provided to anyone else without prior permission from the individual.

SNAPS Facebook Page at www.facebook.com/groups/SNAPSNews

Members of the SNAPSNews Facebook group are considered to have provided consent to receive information about activities, events & fundraising by SNAPS, as well as other news relevant to Norton St Nicholas school community. Any members of the SNAPSNews group are able to post information within the Facebook group. SNAPS Committee Members will moderate the group and remove any unsuitable posts. Nobody should post data relating to any other individual within this group unless they have permission from that person.

SNAPS Event Files

Contact details of individuals who have been involved in organising or helping with SNAPS events may be held in files pertaining to those events. This information will be used by the SNAPS

Committee to assist in organising of similar future events. The data will not be shared outside of the SNAPS committee without prior consent being gained from the relevant individuals.

SNAPS Financial Records

SNAPS accounting records are kept for at least six years, in order to comply with the relevant legislation. These records will include names and contact details of individuals who have donated money to SNAPS or received reimbursement of expenses from SNAPS. No bank details of individuals are kept by SNAPS.

DATA collected by Third Parties

When individuals sign up to support SNAPS through EasyFundraising, their data is collected by EasyFundraising. The Treasurer is able to access contact details for those individuals who have enabled gift aiding of their donations, in order to process the giftaid claim. This information will be stored with SNAPS accounting records.

SNAPS 100 Club Member Details

Members of SNAPS 100 Club have their numbers entered into a monthly draw. Contact details including names, addresses, telephone numbers and email addresses are held to enable SNAPS to contact members who have won the draw and to pass on their prize money. When members choose to set up direct debit by providing SNAPS 100 Club Administrator with a standing order mandate, this will include bank account details of the member. These details are shared with the provider of SNAPS 100 bank account (currently HSBC) to enable the standing order to be set up and are not held by SNAPS once the standing order has been set up. Names of winning members are published in the school newsletter, by email to other SNAPS 100 Club members and on the SNAPSNews Facebook group. Names of winners may also be shared with contacts within the school in order to determine how to contact that person to provide them with their prize money, if sufficient contact details are not held by SNAPS 100 Club to do so. Personal details are destroyed within three months of an individual ceasing to be a member of SNAPS 100 Club (an individual is deemed to no longer be a member of SNAPS 100 Club if payment has not been received by the 5th of the month).