Chinthurst Parents' Association – Website Privacy Policy

It is written for UK GDPR and the Data Protection Act 2018, and is meant to sit alongside a short internal Data Protection Policy.

1. Who we are

Chinthurst Parents' Association ("CPA", "we", "us") is a registered charity (number 1186874) run by volunteer parents to support Chinthurst School. We are the **data controller** for the personal information you give us through our website, chinthurstparentsassociation.com, and at our events.

The CPA is a separate organisation from Chinthurst School. The school does not see or control the information you give us unless we say so below.

Contact us about your data: chinthurstparentsassociation@gmail.com, marked "Data Protection". The Chair leads on data protection for the committee.

2. What information we collect

We collect only what we need to run each event, sale or activity.

When	What we collect	About whom
Buying tickets or items in our online shop	Name, email, phone, billing address, order details. Card details are handled by the payment provider, not by us	Parent or carer

When	What we collect	About whom
Tickets or items for a child (e.g. discos, workshops, name tags, tea towels)	Child's first name and surname, class or year group, and anything needed to deliver the order (e.g. a name to print, a child's drawing)	Child
Events where children attend	Allergies, medical needs, emergency contact, who is collecting the child	Child and parent or carer
Contact and feedback forms	Name, email and your message	Parent, carer or supporter
Members' login on the website	Name, email, password (stored by Wix, not visible to us)	Parent or carer
Volunteering	Name, contact details, availability, DBS status where required	Volunteer
Donations and sponsorship	Name, contact details, amount, Gift Aid declaration (name, home address, taxpayer confirmation)	Donor or sponsor
Parents' lottery or raffles	Name, contact details, entries and winnings	Player
Photos at events	Images of people at events	Parents, volunteers, children

When you visit the website, Wix also collects technical information such as your IP address, browser and pages viewed (see section 6).

3. Why we use it and our lawful basis

The law requires a lawful basis for every use of personal data. Ours are:

What we do	Lawful basis
Take payment, deliver tickets and orders, send order confirmations	**Contract**: we need it to fulfil your order

What we do	Lawful basis
Keep children safe at events (registers, collection arrangements, emergency contacts)	**Legitimate interests** and our safeguarding duty of care
Allergy and medical information	**Explicit consent** from the parent or carer, given when you provide it
Answer enquiries and feedback	**Legitimate interests**
Keep financial records and claim Gift Aid	**Legal obligation** (charity and HMRC rules)
Send newsletters and fundraising news by email	**Consent**, which you can withdraw at any time using the unsubscribe link
Publish photos in which a child can be identified	**Consent** of the parent or carer

We never sell your information and never use it for anything unrelated to the CPA.

4. Children's information

Our website is for parents, carers and adult supporters. Children should not create accounts, place orders or submit forms; a parent or carer provides any information about their child.

When you give us details about your child we:

- ask only for what the event or order needs (usually first name, surname and class);
- treat allergy and medical details as special category data, shared only with the volunteers running that event, and delete them after the event
- give event registers to the volunteers on duty and the school's Designated Safeguarding Lead if needed, as set out in our Safeguarding Policy;
- do not publish a child's full name with their photograph, and only publish identifiable photos of children whose parents have given photo consent through Chinthurst School.

If we have a safeguarding concern about a child we may share relevant information with the school's Designated Safeguarding Lead or the authorities without consent, as the law allows.

5. Who we share it with

We share information only with the people and services below, and only what each one needs.

Who	Why	Notes
Wix.com	Hosts our website, shop, forms, member accounts and emails	Wix acts as our data processor. It may store data outside the UK (including in Israel and the USA) under approved safeguards. See Wix's privacy policy
Payment providers Stripe & Square	Take card and online payments	They handle your card details directly and are separately responsible for them under their own privacy policies. We see only the amount, name and order
Google (Gmail)	Our email and shared files	Committee access only
Suppliers who make personalised items [e.g. name tag or tea towel suppliers]	To produce your order	Only the name or artwork to be printed
Chinthurst School	Delivering items to classes, running events on site, safeguarding	Only what is needed, e.g. a class list for delivery
HMRC	Gift Aid claims	Donor declarations only
Our bank Lloyds Bank and independent examiner	Financial records and annual accounts	Transaction records

We may also share information if the law requires it, for example to the police or the Charity Commission.

6. Cookies

Our website uses cookies set by Wix. **Essential cookies** keep the site, basket, checkout and login working and are always on. **Analytics or marketing cookies** are only set if you accept them in the cookie banner, and you can change your choice at any time using the cookie settings link at the bottom of each page.

Wix lists the cookies it uses in its cookie guide.

7. How long we keep it

Information	How long
Allergy, medical and collection details for an event	Deleted within 1 month after the event
Event registers and ticket lists	1 year, then deleted
Children's names and classes on orders	Until the order is delivered, then deleted from working lists. The Wix order record is kept with the financial records below
Orders, payments and financial records	6 years after the end of the financial year (charity and tax rules)
Gift Aid declarations	6 years after the last donation claimed
Contact and feedback messages	1 year after the matter is closed
Newsletter mailing list	Until you unsubscribe
Member accounts	Until you delete your account, or 2 years after your last child leaves the school
Volunteer details	Until you stop volunteering, plus 1 year
Event photos	Kept as a record of CPA events. Removed from the website on request

8. How we keep it safe

- Only committee members who need it can log in to the Wix dashboard and the CPA email account, each with their own login and two-step verification.
- Access is removed when someone leaves the committee.

- Lists downloaded from Wix (e.g. registers, allergy lists) are kept on password-protected devices or shared drives, not in personal email or WhatsApp groups, and are deleted when no longer needed.
- Paper registers are kept by the event lead and shredded after the event.
- If we have a data breach that risks your rights, we will tell you and, where required, report it to the ICO within 72 hours.

9. Your rights

You have the right to:

- ask for a copy of the information we hold about you or your child;
- ask us to correct it;
- ask us to delete it, unless we must keep it by law (e.g. financial records);
- object to, or ask us to restrict, how we use it;
- withdraw consent at any time, for example to newsletters or photos;
- ask for information you gave us in a portable format.

Email chinthurstparentsassociation@gmail.com. We will reply within one month and there is no charge.

If you are unhappy with how we have handled your information, please contact us first, as set out in our Complaints Procedure. You can also complain to the Information Commissioner's Office: ico.org.uk/make-a-complaint or 0303 123 1113.

10. Changes to this policy

The committee reviews this notice every year before the AGM, alongside our other policies, and whenever we start using a new service. The latest version is always on our website.

Updated	Next review	Responsible
August 2026	August 2027	Chair/ Co-Chair