

500 Club 50/50 Draw

Privacy Notice

Bedford Modern School Parents' Association 500 Club ("BMSPA 500") is committed to protecting the privacy and security of personal information. This document provides details about what the BMSPA 500 club does with personal data. Data protection is handled by the BMPSA 500 Club Secretary, who can be contacted at: bmspa@bedmod.co.uk using the subject heading '500 Club'.

Lawful basis for processing

The BMSPA 500 club collects personal data in the course of running the club and in particular for operating a "private society lottery". It is not possible for the club to function without storing information on its members. We therefore intend to hold and process this information under the lawful basis of "legitimate interest".

Information we may hold

To operate the 50/50 Draw, we enter personal data which you have provided, into our databases. These personal details will include:

- Name
- Address
- Phone number
- Personal email address
- Membership numbers
- Bank account details for the purposes of setting up standing orders
- Joining date
- Prize award history

The data will be stored on Password Protected Databases and accessible by officers of the club only. The Database will be reviewed on an annual basis.

What we do with the information

We store these details so we can operate the 50/50 draw and contact you:

- to advise you of membership status and renewals;
- to advise you of any prizes you have won; and
- to advise you of any other general news and information related specifically to the 500 Club 50/50 draw.

We will not share information with third parties with the exception of:

- Bedford Modern School Parents' Association committee, for the purposes of conducting the draws
- Bedford Modern School administration and school office, for the purposes of facilitating communication

We will use the information in line with our Data Protection Policy and the procedures that apply to our use of your information.

Your rights

Should you terminate your membership of the 500 Club, for the purposes of auditing, we will hold your information for a maximum period of 12 months. You can ask to be removed from the BMSPA 500 database at any time.

You have the right to ask to see any information we hold about you by writing to the 500 club Secretary, headed "Subject Access Request". You also have the right to ask for information which you believe to be incorrect to be rectified.

A copy of the BMSPA 500 Data Protection Policy may be found on the Parents' Association page of the BMS website. Should you have any queries about this policy, please contact the 500 Club Secretary: bmspa@bedmod.co.uk using the subject heading '500 Club'.

If you have any concerns about the way your information is being handled, please contact the committee on the above email address. If you are still unhappy, you have the right to complain to the Information Commissioners Office.

This privacy notice will be reviewed on an annual basis.