Funds4School

A TRADING NAME OF BANG ON PRINT & DESIGN LTD

DOCUMENT 3 OF 4 · PUBLIC FACING

Privacy Notice

How Funds4School collects, uses and protects personal information, including the pupil information schools ask us to handle.

PUBLISHED BY	Bang On Print & Design Ltd, trading as Funds4School Company number 08123506 Unit 6 Mandale Park, Lemington Road, Lemington, Newcastle upon Tyne, NE15 8BU
ICO REGISTRATION	ZC254991
CONTACT	privacy@funds4school.co.uk · 0191 466 1125
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1. Who we are

Funds4School is a trading name of Bang On Print & Design Ltd, a company registered in England and Wales under company number 08123506, with its registered office at Unit 6 Mandale Park, Lemington Road, Lemington, Newcastle upon Tyne, NE15 8BU. In this notice, "we", "us" and "our" mean Bang On Print & Design Ltd trading as Funds4School.

We produce personalised products for schools to sell as fundraising activities. To do that we handle a small amount of information about pupils, and information about the school staff and the customers we deal with directly.

Design, printing and finishing are carried out by us at our own premises. We do not pass pupil information to a separate manufacturing company.

We are registered with the Information Commissioner's Office under registration number ZC254991.

2. The two different roles we play

This is the most important part of this notice, because it determines who is responsible for what.

INFORMATION	OUR ROLE	WHAT THAT MEANS
Pupil information that a school sends us, being names and class details	**Processor**	The school decides why and how this information is used. We act only on the school's written instructions under a data processing agreement. If you want to see, correct or delete pupil information, contact the school, not us. We will pass any request we receive straight to the school.
School staff contact details for the people who organise a project with us	**Controller**	We decide how we use this information, and this notice explains it.
Customer information where a parent, carer or other person orders directly from us	**Controller**	We decide how we use this information, and this notice explains it.
Website visitor information, including cookies and analytics	**Controller**	We decide how we use this information, and this notice explains it.

3. Pupil information

What we receive

When a school runs a project with us, it sends us a list containing each pupil's first name, their surname or surname initial, and their class or form name. We may also receive the year group and the school name.

What we do not receive

We do not ask for and will not knowingly accept dates of birth, home addresses, contact details, photographs, unique pupil numbers, pupil premium or free school meal status, special educational needs information, medical information, ethnicity, religion, safeguarding information, or any other special category information. If a school sends us anything beyond the fields we have asked for, we delete it and tell the school.

What we use it for

We use pupil information for one purpose only: to personalise the products the school has ordered and to get those products to the right pupil or purchaser. We do not use pupil information for marketing. We do not sell or share it with anyone except the delivery partners who need it to complete the order. We do not combine one school's list with another. We do not use it to train artificial intelligence systems.

How long we keep it

We delete pupil information as soon as the project is complete, and in any event within 30 days of completion. Encrypted backups are overwritten within a further 35 days. Paper order forms are destroyed by a certified confidential shredding contractor once they have been digitised.

Your rights over pupil information

Because the school is the controller of this information, requests to access, correct, delete or object to the use of pupil information should be made to the school. If you contact us directly we will acknowledge you, pass your request to the school within three working days, and tell you that we have done so.

4. Information we hold as a controller

WHO	WHAT WE HOLD	WHY	LAWFUL BASIS
School staff organising a project	Name, role, school, work email, work telephone number	To set up, run and support the project, and to invoice the school	Contract, and legitimate interests in administering our business relationship
Customers ordering directly	Name, delivery address, email, telephone number, order details, correspondence	To take payment, produce and deliver the order, and handle any query or return	Contract
Customers and school contacts	Contact details and order history	To meet our legal accounting and tax obligations	Legal obligation
People who have bought from us or enquired	Email address, marketing preferences	To send information about our products, where you have not opted out	Legitimate interests, subject to the soft opt in rules in the Privacy and Electronic Communications Regulations. You can opt out at any time.
Website visitors	IP address, device and browser information, pages visited, cookie identifiers	To keep the site working, secure it, and understand how it is used	Legitimate interests for essential cookies. Consent for analytics and marketing cookies.
Anyone who contacts us	Your message and contact details	To respond to you and keep a record of the exchange	Legitimate interests

We do not take payment card details ourselves. Card payments are handled by our payment provider, Stripe, and we receive only a confirmation and the last four digits.

5. Who we share information with

We share information only with organisations that need it to deliver what you have asked for, and only under a written contract that requires them to protect it and use it for nothing else.

RECIPIENT	PURPOSE	LOCATION
Krystal Hosting Ltd	Hosting our website and database	United Kingdom
UK courier and delivery partners	Delivering orders	United Kingdom
Stripe	Taking payment securely	United Kingdom and European Economic Area
Linux Internet	Running our email and business systems	United Kingdom
Xero and our accountants	Bookkeeping and statutory accounts	United Kingdom
Premier Shredding, Newcastle	Secure destruction of paper records	United Kingdom

We may also disclose information where the law requires it, where it is necessary to establish or defend a legal claim, or to a buyer if the business is sold, in which case the buyer must continue to protect it under this notice.

We never sell personal information, and we do not share it with third parties for their own marketing.

6. Sending information outside the UK

We keep personal information in the United Kingdom. The only exception is payment information handled by Stripe, which may be processed within the European Economic Area. The EEA is covered by UK adequacy regulations, which means it is recognised as offering an equivalent level of protection. Pupil information never leaves the United Kingdom.

If we ever need to send information to a country not covered by adequacy regulations, we will put in place an approved safeguard, being the International Data Transfer Agreement or the UK Addendum to the EU Standard Contractual Clauses, supported by a transfer risk assessment. You can ask us for a copy.

7. How long we keep information

INFORMATION	RETENTION PERIOD
Pupil names and class details	Deleted on project completion, and within 30 days of it at the latest
Encrypted backups	Overwritten within 35 days of deletion from live systems
School staff and customer contact details	Up to 3 years after the last time we dealt with you
Order and transaction records	6 years from the end of the relevant financial year, to meet accounting and tax requirements

Email correspondence	Cleared on a regular cycle, and within 24 months
Paper order forms	Destroyed by confidential shredding once digitised
Marketing preferences and suppression list	Kept indefinitely, so that we honour your opt out
Website analytics	26 months
Records of data protection complaints and breaches	6 years

8. How we protect information

We encrypt information in transit and at rest. Access is restricted to named individual accounts, by role, with multi factor authentication on our administrative systems. Each school's project data is kept separate from every other school's. Our staff are trained on data protection when they join and at least once a year afterwards. Paper is kept in locked storage and destroyed by a certified contractor.

No system is completely secure, but if a security incident affects your information and is likely to put you at risk, we will tell you without undue delay, and we will report it to the Information Commissioner within 72 hours where the law requires.

9. Cookies

Our website uses cookies. Essential cookies keep the site working and secure and are set without asking, because the site cannot function without them. Analytics and marketing cookies are set only if you agree through our cookie banner, and you can change or withdraw your choice at any time using the link in the site footer.

TYPE	PURPOSE	CONSENT NEEDED
Strictly necessary	Login, basket, security, load balancing	No
Analytics	Understanding how the site is used so we can improve it	Yes
Marketing	Measuring advertising and showing relevant ads	Yes

10. Your rights

Where we are the controller, you have the following rights under the UK GDPR. They are free to exercise and we will respond within one month, which we may extend by up to two further months for complex requests, telling you if we do.

- **Access**, to be given a copy of the personal information we hold about you.
- **Rectification**, to have inaccurate information corrected or incomplete information completed.
- **Erasure**, to have information deleted where we no longer need it or where you have withdrawn consent.
- **Restriction**, to have us pause our use of your information while a question about it is resolved.
- **Objection**, to object to processing based on legitimate interests, and an absolute right to object to direct marketing at any time.

- **Portability**, to receive information you gave us in a machine readable format, where processing is based on consent or contract and is automated.
- **Withdrawal of consent**, at any time, where we rely on consent. This does not affect anything we did before you withdrew it.

We do not make any decision about you by automated means alone that produces a legal or similarly significant effect.

To exercise a right, email privacy@funds4school.co.uk, telephone 0191 466 1125, or write to us at the address on the cover of this notice. We may ask for proof of identity so that we do not disclose information to the wrong person.

For pupil information, please contact the school, because the school is the controller. See section 3.

11. Children

Our website and ordering service are intended for adults, being school staff, parents and carers. We do not knowingly collect personal information directly from children through our website, and we do not market to children.

We recognise that pupil information is children's information and deserves specific protection. That is why we limit ourselves to names and class details, delete the data as soon as a project is finished, never use it for marketing, and never reuse it across schools.

12. Complaints

If you are unhappy with how we have handled your personal information, please tell us first. Under the Data (Use and Access) Act 2025 we have a formal complaints procedure, and raising your complaint with us is the first step. We will acknowledge your complaint within 30 days and aim to give you an outcome within three months. Our complaints procedure is published at https://www.funds4school.co.uk/privacy-policy/ and is available on request.

You also have the right to complain to the Information Commissioner's Office at any time.

Information Commissioner's Office	Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Helpline 0303 123 1113 ico.org.uk/make-a-complaint

13. Changes to this notice

We review this notice at least once a year and whenever our processing changes. The version number and effective date are shown on the cover. Where a change materially affects you, we will tell you directly.

14. Contact us

Data protection contact	Simon Davidson, Director
Email	privacy@funds4school.co.uk
Telephone	0191 466 1125

Post	Bang On Print & Design Ltd t/a Funds4School, Unit 6 Mandale Park, Lemington Road, Lemington, Newcastle upon Tyne, NE15 8BU

We are not required to appoint a data protection officer and have not appointed one. The contact above is responsible for data protection matters.