



## BHGS 100 CLUB LOTTERY MEMBERSHIP

The BHGS 100 CLUB is a great way for you to support our school whilst having a bit of a flutter! Here's how it works...



Complete and sign the attached membership form and pay £12 annually per share, either by standing order, by WisePay (in 'Donations') or by cheque (payable to Bishop's Hatfield Girls' School)

This buys you one share (allocated automatically), which enters you into the monthly draw. You may buy up to ten shares if you wish. Please note that **all** participants must be over 18.

The draw takes place in the first week of each month or during the first week of term.

The prize winners will be notified by email and winning numbers published on the BHGS Facebook page and on our Twitter account.

The total prize money will be 45% of the membership fee taken that month. For example, if there are 100 members, the monthly prize fund will be £100 with 45% distributed as follows: 1<sup>st</sup> prize £30, 2<sup>nd</sup> prize £10 and 3<sup>rd</sup> prize £5.

The remainder (after all expenses) goes to the school to help fund additional learning equipment and resources.

Any queries, please contact email: [100club@bishophatfield.herts.sch.uk](mailto:100club@bishophatfield.herts.sch.uk)

### BHGS 100 CLUB RULES

#### PURPOSE:

The purpose of the 100 Club is to raise funds to provide additional learning equipment and resources.

#### RULES

1. For £1 per month (i.e. per draw) you will be allocated one unique share number (limited to 10 shares per household).
2. A draw will be made for every month with a 1st, 2nd and 3rd prize. The August Draw will take place at the start of September.
3. The prize fund will total 45% of the monthly income.
4. This will be apportioned as: 1st prize of 30%, 2nd prize of 10% and 3rd prize of 5%.
5. The 100 Club is a private lottery and is open to all parents, carers, staff, Alumni, 'Old Girls' and friends of BHGS. Anyone aged 18 or over can join.
6. Payments must be made annually by standing order, WisePay or cheque.
7. Members' numbers will only be entered if their subscription is up to date, e.g. cheques have cleared.
8. Members should notify the 100 Club by email of the cancellation of their standing order one month prior to the renewal date.
9. BHGS will notify all winners by email and the winning numbers for each month will be posted on the school's Facebook page, Twitter account and website (on our Social Wall).
10. Unless otherwise advised, a member will be deemed to have left the 100 Club if his/her subscription renewal remains unpaid for a period of one month.
11. Payment of the winnings will be transferred by BACS using the bank details provided by the subscribers
12. If a winner cannot be contacted, the winnings will be placed into BHGS funds after 6 months.



## BHGS 100 CLUB APPLICATION FORM

*For Office use:*

MEMBERSHIP NUMBER (s): ..... to .....

**Name** (to which our BACS payment will be made out, should you win)

\_\_\_\_\_

Telephone no. \_\_\_\_\_ Mobile no. \_\_\_\_\_

Email address (for correspondence and winner notification)

\_\_\_\_\_

### Payment Choice

I would like to buy ..... share(s) [max 10] at £12 per share

I have set up a standing order and stipulated my name (as written above) and 100 Club as the reference, e.g. 'Tom Smith 100 Club'  
School bank details: Lloyds Bank, Sort Code: 30 94 30, Account Number: 28405468

I have paid by WisePay (under 'Donations')

I enclose a cheque (made payable to Bishop's Hatfield Girls' School)

\_\_\_\_\_

### Bank Details (for winnings payment)

Payee's Name: \_\_\_\_\_

Bank: \_\_\_\_\_

Sort Code: \_\_\_\_\_ Account number: \_\_\_\_\_

\_\_\_\_\_

I confirm that I have read the BHGS 100 Clubs rules, privacy notice (enclosed) and consent to my data being held by the school.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please return this form to the school office marked for the attention of BHGS 100 club clearly indicating if you're paying by standing order, WisePAY or attaching a cheque.*

**THANK YOU FOR YOUR SUPPORT AND GOOD LUCK!**

*April 2019*



# BHGS 100 CLUB LOTTERY MEMBERSHIP



## Bishop's Hatfield Girls' School – 100 Club PRIVACY NOTICE (DATA PROTECTION COMPLIANCE)

With the advent of the General Data Protection Regulation (GDPR) on **25 May 2018**, there is a requirement to keep members informed about how their data is collected, stored, processed and generally protected. This Privacy Notice serves to inform our members.

### Who we are

The 100 Club is a private lottery open to all parents, carers, staff, Alumni, Old Girls and friends of Bishop's Hatfield Girls' School, created for the purpose of raising funds to provide additional learning equipment and resources.

### What this privacy notice is for

This policy is intended to provide information about how the 100 Club will use (or "process") personal data about its members.

This information is provided because Data Protection Law gives individuals rights to understand how their data is used. Members are all encouraged to read this Privacy Notice and understand the Club's obligations to its entire community.

Anyone who works on behalf of the 100 Club such as the wider BHGS community and service providers should also be aware of and comply with this Privacy Notice.

### Why the 100 Club needs to process personal data

In order to carry out its membership obligations the 100 Club needs to process a range of personal data about individuals as part of its daily operation.

Uses of personal data will be made in accordance with the Club's legitimate interests, or the legitimate interests of another, provided that these are not outweighed by the impact on individuals, and provided it does not involve special or sensitive types of data.

The 100 Club expects that the following uses will fall within that category of its "legitimate interests":

- Tracking of renewals and issuing reminders
- Communication regarding winners or changes to the scheme
- Processing of payments to winners and receipt of new funds
- Financial reports for audit compliance

### Types of personal data processed by the 100 Club

- This will include names, addresses (postal and email), telephone numbers
- Bank details
- Status of subscription with payment reference
- Allocated ball numbers

### How the 100 Club collects and stores data

The 100 Club receives personal data from the individual directly either at the time of subscription or at the time of payment of winnings. This may be in the form of data collected via the Membership Application form or during the ordinary course of interaction or communication with members. Data is stored on a password protected database on the school secure network which is restricted to administrator access.

### Who has access to personal data and who the 100 Club shares it with

Personal data collected will remain within the 100 Club and will be processed by the scheme administrators who are employees of Bishop’s Hatfield Girls’ School with access by the school’s IT service providers for maintenance of IT services. The data is not shared with third parties.

Individual winners are notified directly and no personal data is disclosed to other Club members or the school community. The winning ball numbers and amount of each prize are publicised to the school community through email, Facebook, Twitter and the website without reference to named Club members.

#### **How long we keep personal data**

Data is maintained for the duration of the subscription and for up to one year after this lapses. Bank data is then destroyed and only basic information archived, i.e. name, start and end date of subscription and contact email address.

#### **Your rights**

Individuals have various rights under Data Protection Law to access and understand personal data about them held by the 100 Club and in some cases ask for it to be erased or amended, or for the Club to stop processing it, but subject to certain exemptions and limitations.

Any individual wishing to access or amend their personal data, or who has some other objection to how their personal data is used, should put their request in writing to 100 Club, Bishop’s Hatfield Girls’ School, Woods Avenue, Hatfield, AL10 8NL, email [100club@bishophatfield.herts.sch.uk](mailto:100club@bishophatfield.herts.sch.uk) .

#### **Consent**

We rely on your consent to engage in certain types of electronic (email/telephone) fundraising activity. You may withdraw your consent to receiving such communications at any time by contacting the administrator as outlined above. This will not prejudice your membership of the Club.

#### **Data Protection Officer**

We have appointed a data protection officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO, Andrew North, via the school or on [DPO@bishophatfield.herts.sch.uk](mailto:DPO@bishophatfield.herts.sch.uk).

You have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues. You can contact the Information Commissioner’s Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

#### **This policy**

The 100 Club will update this Privacy Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

#### **QUERIES AND COMPLAINTS**

Any comments or queries on this policy should be directed to 100 Club, Bishop’s Hatfield Girls’ School, Woods Avenue, Hatfield, AL10 8NL, email [100club@bishophatfield.herts.sch.uk](mailto:100club@bishophatfield.herts.sch.uk) .