



Ann Edwards Primary PTA - Privacy Notice

Introduction

We are committed to ensuring that any personal data we hold about you and/or your child is protected in accordance with data protection laws and is used in line with your expectations. This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

What personal data do we request?

Personal details that we may request about pupils include:

- pupils name, class, medical information e.g allergies

Personal details that we may request about parents/carers include:

- name, home address (as required for Gift Aid) and emergency contact details.

Personal details that we may request about volunteers include:

- name and contact details (email/phone), bank details to reimburse for expenses

Personal details that we may request about suppliers/stallholders include:

- name and contact details (email/phone)

This information will be collected from you via ParentMail, in relation to fundraising events/activities where parents/carers are not present e.g School Disco, Toasty Tuesday and Movie Night.

Why we collect this information and the legal basis for handling your data

We use personal data about you and your child in order to provide childcare at fundraising events/activities where parents/carers are not present e.g School Disco, Toasty Tuesday and Movie Night. This includes using your data to:

- contact you in case of an emergency
- to support your child's wellbeing
- to manage any health or medical needs of your child whilst at an event which is run within school i.e without parents/carers in attendance
- to apply for Gift Aid

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting PTA@annedwardsprimary.co.uk
- (b) We have a contractual obligation e.g stallholders, suppliers
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We need it to perform a public task.
- (f) We have a legitimate interest.

Who we share your data with

In order for us to deliver some fundraising activities we may share your data as required with the following categories of recipients:

- Volunteers at our events
- Third parties e.g Christmas Cards printing companies

We will also share your data if:

- We are legally required to do so, for example, by law, by a court or the Charity Commission;
- to protect your child and other children; for example by sharing information with social care or the police;
- it is necessary to protect our rights, property or safety

We will never share your data with any other organisation to use for their own purposes.

How do we protect your data?

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

Information is provided by the school office and hard copies e.g sign-in sheets for events are destroyed/shredded within 24 hours following the event.

Gift Aid declarations are part of our Gift Aid records and should be kept for six years after the end of the year or accounting period that includes the last donation to which they relate, or at least 12 months after you claim for the last donation to which the declaration relates if this is later. Gift Aid records are kept for 6 years as required by HMRC and are kept in a locked cabinet in school.

Data is only sent to the PTA email address (PTA@annedwardsprimary.co.uk) and is not saved to any computers/laptops/phones. Laptops used for PTA voluntary work are password protected.

How long do we retain your data?

No data relating to children is kept in hard copy and is destroyed/shredded within 24 hours following an event. Data from external contacts e.g stallholders is kept for a period of 1 year for the purpose of planning events and then destroyed.

Your rights with respect to your data

You have the right to:

- request access, amend or correct your personal data
- request that we delete or stop processing your personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your and/or your child's personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you have continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/

Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate.