



Privacy Policy - GDPR

Introduction

Under data protection law, individuals have a right to be informed about how the PTA uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair collection notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data.

The personal data we hold

Personal data that we may collect, use, store and share:

- Name and address
- Other contact information including email addresses and telephone numbers

Why we use this data

We use this data to:

- Contact individuals for support and help at school fundraising events
- Compile a list of attendees and year group for school fundraising events
- Compile a list of emergency contact numbers for parents
- Contact winners of raffle and bidding board prizes
- Provide a list of addresses to our estate agent sponsor to promote events through sales boards

Our legal basis for using this data

We only collect and use personal data when the law allows us to. Most commonly, we process it where:

- We need it to perform a fundraising event in the school's interest
- We have obtained consent to use it in a certain way

Where we have obtained consent to use personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep all electronic personal information on a secured database (MSOffice) for the whole academic year that it is collected in. At the end of each academic year all data will be deleted from the secure database. Any paper based information e.g. raffle tickets, will be stored securely and confidentially disposed of. If you want a copy of the information we hold on you, or wish for your personal information to be deleted immediately, please email foss@saltergatschools.co.uk

For the PTA to function successfully it is essential that all members agree to follow these guidelines while in acting in association with the PTA.

Every Annual General Meeting (AGM), each member of the committee should log out of any FOSS accounts on all devices (eg. email, Parentkind or banking).

The person appointed as Chair will then change the passwords for the accounts, only sharing the password with the current committee members who require access..

Any former committee members are not permitted to have access to any FOSS related accounts due to GDPR and Data Protection. Any information requested can be obtained by current committee member following necessary procedures.

Agreed by committee members at AGM