

Parsons Down School Association

PTA Privacy Notice

As you may be aware, the EU General Data Protection Regulations came into force from 25th May 2018; superseding the Data Protection Act (1998)..

As we are technically a separate organisation from Parsons Down Partnership of schools, the Parent Teacher Association (PTA) also needs to act to ensure that it is compliant with all the data protection laws.

The PTA collects and uses some personal data, mainly in order to communicate with parents and carers who sign up for PTA led initiatives. We're not changing how we use or collect information; but we want to take this opportunity to clarify how and why we store and process data, and your rights under the GDPR.

What personal data does the PTA collect, and why

We collect, use and store data when a parent signs up for any of the following:

PTA Volunteers

Parents/carers can sign up to support at PTA events via the PTA Chair or Secretary where we collect:

- Parent/carers name that is volunteering;
- Contact details (phone/email) – so we can make contact when support is needed;
- Pupil name and class – to recognise parents that are new to the school and to identify when a parent may need to be deleted from our records.

We will delete these details at the request of the data subject or when their son/daughter leaves the school.

PTA Events

Some events will require attendees to pay for tickets. To process this data we use forms which are held securely (either in hard copy in locked cabinet, on computer which is password protected with firewall or on mobile phone with both password and thumbprint protected).. Events may require us to collect:

- Parent name
- Pupil name
- Contact details
- Payment details
- Details of allergies

We will delete this data once the event is over.

We may take photos and videos during PTA events. Should this happen, Data subjects will be made clear that this is happening.

Please note, we communicate upcoming events and uniform donation requests to parents/carers via the Parsons Down Partnership of Schools newsletter/parentmail system and do not actually store/use these contact details directly ourselves.

Suppliers

In order to organise events, we hold details of a number of suppliers to contact and deliver services. The data we collect is:

- Company names;
- Phone numbers;
- Email addresses.

Any receipts and invoices from suppliers are kept with securely with the PTA Treasurer and emails regarding orders are kept on the Chair's email account.

On what basis do we collect and use personal data?

We only collect, store and use data that we have gained through consent. Parents/carers provide their details to the Chair or Secretary of the PTA to indicate their consent to the relevant processing.

Managing and storing data

We will ensure all data that you give us is kept securely and restricted to those with a 'need to know'. We are committed to protecting information about you and your children.

Sharing data

We will never share personal data to a third party without consent.

Accessing your data

If you want to find out what data we hold about you, please contact the PTA by email: pdsa@pdp.west-berks.sch.uk. We are happy to share it with you at any time and you can also ask us to delete your data from our records at any time.

What are your rights?

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

- Request access to the personal data that the PTA holds.
- Request that your personal data is amended.
- Request that your personal data is erased.
- Request that the processing of your data is restricted (where statutory legislation allows);
- Request to obtain and reuse your personal data for your own purposes across different services;
- Object to your data being processed;
- Request that your personal data is collected using automated processing.

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent. You can withdraw consent by emailing the PTA: pdsa@pdp.w-berks.sch.uk

You also have the right to lodge a complaint with the ICO in relation to how the PTA processes your personal data. If you wish to make a complaint to the ICO, you can do so on the ICO's website or call their helpline on 0303 123 1113.

More information

You can also read more about GDPR on the Information Commissioner's Office (ICO) website <https://ico.org.uk>. Or via the Gov.UK web site.

For further information about the PDSA, please refer to our web site:

<https://www.pdp.w-berks.sch.uk/pdsa>