

## **WOODLANDS PRIMARY SCHOOL PTA PRIVACY NOTICE**

General Data Protection Regulations 2018

### **Your Personal Data**

Under data protection law, individuals have a right to be informed about how Woodlands Primary PTA use any data we hold about them. This privacy notice explains how we collect, store and use personal data in relation to the PTA.

### **The data we hold and how we collect it**

We, Woodlands Primary School PTA are what is known as the 'Controller' of the personal data provided to us. We collect only basic personal data, which does not include any special types of information or location based information. Depending on what has been provided to us the data might include

- Names, email addresses, postal addresses and phone numbers
- How people would like to be involved with the PTA

We only collect and store data that has been given to us directly when people

- sign up at a school or PTA event
- email their details and a request to be involved with the PTA
- complete and sign forms with regard to products purchased via a third party organisation arranged by the PTA as a fundraising opportunity

We collect and store data that has been given to us indirectly when people

- Contact us using social media
- Contact us via the school

### **Why we need it and how we use it**

We need to know this basic personal data in order to

- update members and supporters about PTA events, activities and meetings
- invite members and supporters to attend fund raising events, activities and meetings
- ask for volunteers to help to run, organise and support these and other events as requested by the school
- ask for other support including providing raffle prizes, fund matching or cakes/other fund raising related products or services
- send information about the PTA lottery winners, raffle winners and other competition prizes
- Process orders via third party providers

We will not collect any personal data from you that we do not need in order to provide and oversee this service to you, your children and the school.

### **How we store information**

Woodlands Primary PTA takes data protection very seriously. We make it a priority to ensure that we have the right level of controls, interventions and processes in place to ensure we keep your personal information safe. However, the nature of data transfer – especially online – is never fully

secure, so we cannot guarantee the complete security and protection of it when it is outside of our control. Be assured that once we have your personal information, we do all we can to ensure that we have the systems and processes in place to safeguard it including using encryption when needed.

Personal data you provide to us is stored securely and only shared with PTA members who are given appropriate authority to process data in order to organise events and fundraising activities.

Where we work with external companies to collect and process your data for us on your behalf (such as to process Christmas cards etc.) we ensure these companies adhere to our privacy policy and have rigorous security and data protection processes in place.

Where we have given you (or where you have chosen) a password which enables you to access certain websites or cloud based servers, you are responsible for keeping the password confidential. We ask you not to share a password with anyone.

Only authorised committee members have access to your personal information, and only if essential.

They are trained to understand the policies, processes and protocols for keeping your information safe.

We have robust internal procedures for storing, protecting and deleting any paperwork relating to our members and contacts.

At times we may share links to other websites and use social media platforms such as Facebook and twitter. We are not responsible for these sites – refer to their own privacy policies to learn more.

### **How long we keep it**

We only keep information for as long as we need it for the purposes stated above, or

- until you notify us of any changes
- until you notify us that you no longer wish to be contacted

To review, update or ask for your data to be removed at any time please email

[Woodlands.pta@hotmail.co.uk](mailto:Woodlands.pta@hotmail.co.uk)

### **Personal Data about Children**

We are committed to safeguarding all children who are members of Woodlands Primary school and in recognition of the need to provide additional privacy protections for children to ensure their privacy and safety is achieved we adhere to the following guidelines:

- Written permission from parents or guardians will be obtained before processing data about children under the age of 13.
- We do not publish private information about children ever.
- Children must be over the age of 13 to follow us on Facebook or twitter
- We will only use photo or video footage of children with parents' permission via permissions agreed with Woodlands Primary School and all such media will only be stored on a secure device for a period no longer than is required for the completion of the project it is required for.

### **The lawful basis for processing this information**

We store and process the data relating to general PTA members and supporters using consent, although we may use legitimate interest in the first instance in order to gain consent if we do not already have this in accordance with the latest policies.

### **What are your rights?**

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by emailing [woodlands.pta@hotmail.co.uk](mailto:woodlands.pta@hotmail.co.uk)

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioners Office on

0303 123 1113

### **Policy Review**

This policy will be reviewed in full by the PTA committee every two years.

Date: December 2020