



HAGLEY PRIMARY SCHOOL

Parents, Friends and Teachers Association



PTA Privacy Policy – GDPR

Under new data protection laws introduced in May 2018, 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.

Personal data

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

- Name and address
- Other contact information including email addresses and telephone numbers
- Information on medical needs relating to an event

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
- Inform first aiders at the event as necessary
- Send information to 3rd party suppliers

Who has access to this information?

Only PTA committee members (Chair, Co-chair, Secretary and Treasurer) are authorised to access the information, but on occasion, it may be necessary to pass the information on to other committee members. Reasons would include, but are not limited to, classes/children to confirm event attendance, when providing refreshments during events or to ensure that a first aider is aware of any medical conditions or allergic reactions. We may also pass this information on to 3rd party suppliers in the coordination of any fundraising event, such as Christmas cards designed by the children.

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Where we have obtained consent to use personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

How we store this data

Any paper based information will be stored securely and confidentially disposed of. Any data stored on computer will be password protected and following the event will be deleted. Any data will be disposed on 2 weeks following the event in case of any query immediately following the event.

Why can't the PTA ask the school for this information?

The PTA is a volunteer organisation and although we fundraise for Hagley Primary School, the PTA is a separate body. Therefore, Hagley Primary School cannot share any personal information with the PTA without obtaining permission beforehand. The PTA are also not permitted to share information with the school without prior permission.

'Believe, Achieve, Together we Succeed'