

VICTORIA PRIMARY SCHOOL PTA PRIVACY NOTICE

MAY 2018

Under data protection law, individuals have a right to be informed about how Victoria Primary School 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.

What personal data does the PTA collect and why

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

PTA Mailing List

Parents and carers can sign up to receive the PTA mailing list via the form in the school welcome pack where we collect:

- **Parent/Carers Name** - that is wishing to sign up
- **Email Address** - to send newsletter
- **Profession (voluntary)** – to get in touch if to find out if they would be interested in helping out using professional expertise/can offer to help with match funding
- **Child's year group** – To identify when a parent may need to be deleted from our records

PTA Volunteers

Parents and carers can sign up to support PTA events via our online forms where we collect

- **Parent/Carers Name** – that wishes to volunteer
- **Email Address** – to send confirmation of the events details
- **Mobile Number** – in case of any last minute changes
- **Childs Year Group** – To identify when a parent may need to be deleted from our records

On what basis do we collect and use personal data

We only collect, store and use data that we have gained through consent via our mailing list sign up form issued when a child joins the school, via our online mailing list or via our electronic volunteer sign up forms. Mobile Numbers are destroyed once an event has taken place.

Managing and Storing Data

All data given to the PTA is kept securely and restricted to only those committee members who are involved in communicating with our members. Any electronically stored data has passwords which are changed with every change of committee. Any paper copies are stored securely on school premises.

For volunteer sign up forms, electronic mailing lists and online sponsorship forms we use third parties to collect information on our behalf. Third parties we currently use are Google Docs, MailChimp and Wonderful.org. These organisations will have their own data protection and privacy policies which you should be aware of before signing up.

Sharing Data

We will never share personal data with a third party without consent

Accessing your Data

If you want to find out what data we hold about you, please contact the PTA victoriapenarthpta@gmail.com. You can also ask us to delete your data from our records at any time by contacting us directly or via the unsubscribe on our e-newsletters.

Changes to this policy

We may change this Privacy Policy from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on our webpage victoriaprimarieschool.com/pta or by contacting you directly.

More information

For more information about GDPR visit the information Commissioner's Office (ICO) ico.org.uk You have the right to complain to the ICO if you are concerned about how and organisation is handling your data.