



## Holy Trinity C.E. Primary School Parent Teacher Association

### Privacy Policy

On the 25<sup>th</sup> May 2018 the General Data Protection Regulation (GDPR) came into force and as we, the Holy Trinity Eight Ash Green & Aldham PTA, are technically a separate organisation from the school we need to ensure that it is compliant with the data protection laws.

Therefore this policy sets out how the Holy Trinity PTA uses and protects any personal information that you give us when you and/or your children take part in any of the events we organise.

#### Who are we?

Holy Trinity Eight Ash Green & Aldham PTA is a registered charity (269380) that supports the Holy Trinity C.E. Primary School through fundraising events and initiatives to raise money for those 'extra' things not provided for within the school budget that enhance our children's education and learning experiences.

#### What personal information do we collect?

For certain fundraisers we may collect some or all of the following information:

- Your and/or your child/ren(s) name(s)
- Your child/ren(s) class or year group
- Contact information including phone number
- Dietary and/or allergy information
- Any other information relevant to events

We produced a Data Audit Schedule which provides another summary of the personal information we collect and the reasons for asking for it. It can be found on the PTA section of the school website or by following the link; [www.holytrinityeightashgreen.co.uk/pta](http://www.holytrinityeightashgreen.co.uk/pta)

#### What we do with the information we gather and how long we hold it for

We only collect the information we need and it will only be used for the sole purpose of planning and managing our PTA events, enabling us to run them efficiently and safely for you and your children to enjoy.

The length of time we hold onto your personal information depends on the reason for collecting it. Specific event information will be destroyed after the event, however there may be a legal reason for why we need to keep some for a period of time. For example information relating to our Committee Members in order to comply with Charity Commission guidelines.

## Controlling your personal information

The information we hold is stored securely and only authorised members of the PTA will have access to it. Paper information will be kept in a lockable unit and electronic information is stored on a password protected laptop.

We will not sell or distribute or lease your personal information to third parties unless we have your permission or are required to by law to do so.

You have the right to ask what information we hold about you and can withdraw that information at any point by contacting the Chair-person in writing, who as the designated committee member, ensures that any personal information collected respects your rights and ensures we comply with the necessary regulations.

A detailed list of the types of information required for all our events and how they are stored and managed can be found on our Data Retention Schedule located on the PTA section of the school website or by following the link; [www.holytrinityeightashgreen.co.uk/pta](http://www.holytrinityeightashgreen.co.uk/pta)

This policy is effective from 25<sup>th</sup> May 2018 and is in accordance with the General Data Protection Regulation (GDPR). Holy Trinity PTA may periodically update this Policy and the Data Audit and Data Retention Schedules. You should check them from time to time to ensure that you are happy with any changes.

If you have any queries regarding this policy, please contact our PTA Chair-person or if you require any independent advice about data protection, privacy and data sharing issues, please contact the Information Commissioners Office (ICO), by visiting their website; [ico.org.uk](http://ico.org.uk).

Many thanks

Your PTA