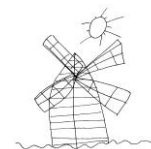


St Peter's CEP School Parent Teacher Association – Privacy Notice



This Privacy Policy sets out how St Peter's PTA (Registered Charity number 1031496) uses and protects any information that you give us when you take part in any of the events or promotions that we organise or so that we can communicate with you.

In order for us to organise and safely run events we may ask you to provide certain information about you and your child / children by which you or your child can be identified. St Peter's PTA is committed to ensuring that you and your child's privacy are protected and any information that you give to us will only be used in accordance with this privacy policy and in line with the General Data Protection Regulation (GDPR) and related UK data protection legislation.

Who we are

St Peter's CEP School Parent Teacher Association is a registered charity that supports St Peter's CEP School, Tunbridge Wells through fundraising events and initiatives to raise money for 'extras' not provided within the school budget in order to enhance the development and education of the children attending the school.

The relationship between the PTA and the School

We are a separate organisation from the school albeit with very close links. Any data supplied by you to the School is entirely separate to that supplied by you to the PTA and neither organisation shares data with the other party, unless a child welfare / safeguarding issue arises at one of our events.

Any electronic mailings that are sent out on behalf of the PTA via the school offices use data (a mailing list) held by the school and the PTA does not have access to this data. The School considers PTA events to be an integral part of school life and therefore communicates on our behalf to parents and carers, who are all members of the PTA.

PTA posters, flyers and general letters sent home in a child's school bag or postings on our page of the school website are not personalised to you or your child and the PTA gathers no personal information from this.

What information do we collect?

We may collect the following information directly from parents and carers:

- Your and / or your child's name
- Your child's class
- Contact information including telephone numbers and email addresses
- Dietary and medical information
- Other information relevant to events and promotions such as ticket purchases

What we do with the information we gather

We require this information to plan and run events/promotions efficiently, to understand your needs and to provide you with a better service, and in particular for the following reasons:

- To monitor event attendance and enable admission to booked events
- To administer a raffle, for example
- To enable us to plan and communicate with volunteers for specific events

- For use in emergencies
- To ensure the provision of correct food and medical support

Data may be shared with other PTA members to facilitate event planning and communication, for example a list of volunteers.

We will only forward your data to third parties for the fulfilment of a contract and when you have specifically consented to this, for example the purchase of merchandise from a provider where you have filled in an order form and passed it to us for aggregation with other orders.

In no other circumstances will we share your data with third parties unless we have your specific consent to do so.

Class Representatives

The PTA's Class Representatives may ask for your contact details in order to set up a means of communication with all the parents of children in a particular class. This (paper) data will be used to set up a Closed Group on, for example, Whatsapp and will then be destroyed under the guidelines below. Your acceptance of an invitation to join such a group is deemed to be giving consent for your details to be kept within that Closed Group. You may leave such a group at any time.

Data Storage

All hard copy data, for example a list of children attending a Disco or a list of volunteers, will be securely destroyed as soon as it is no longer needed. The exception to this is data required to be kept for legal reasons such as Gift Aid forms that need to be kept as part of our financial reporting requirements for seven years. Where such data is in paper form it will be kept under lock and key. Any data held electronically will always be password protected as will any images, audio or video recordings taken at events. The School organises photography for the School Calendar on our behalf under the photography consent given to the school by parents and carers – under no circumstances will other photographs or videos be made publically available by the PTA without specific consent being received.

Your rights

The PTA values your membership and participation and respects your choices. You have a right of access to a copy of the personal data which the PTA holds about you. You also have the right to object to the PTA holding or using personal data about you. You have the right to have inaccurate personal data rectified and to have the data we hold on you deleted.

Please contact pta@st-peters.kent.sch.uk for further information or if you have questions or comments about this Policy.

If you are unhappy with the way in which your personal data has been dealt with by the PTA, please contact us initially. You may also make a referral or complaint to the Information Commissioner's Office (ICO) although they recommend steps are taken to resolve the matter with us before involving them. You can read more about GDPR on the ICO website <https://ico.org.uk>

Updated and approved by Trustees February 2019