

RIDGEWAY SCHOOL PARENT TEACHER ASSOCIATION (RSPTA) PRIVACY POLICY

To be reviewed: November 2019

MAY 2018 NEW GENERAL DATA PROTECTION REGULATION (GDPR)

The RSPTA collects and uses some personal data primarily to communicate with parents and carers.

Under data protection law, individuals have a right to be informed about how The RSPTA uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

We want to take this opportunity to clarify how and why we store and process data and your rights under the GDPR.

THE PERSONAL DATA WE HOLD

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

- Name and address.
- Other contact information including email addresses and telephone numbers.
- Children's names and classes.

We will not collect any more information than we need, and we will delete/destroy the information once its purpose has been served.

HOW AND WHY THE PTA USES PERSONAL DATA

We use, or may in the future use, this data to:

- Send newsletters or communications to parents and carers.
- Contact individuals for support and help at school fundraising events.
- Compile a list of attendees and their year group for school fundraising events.
- Compile a list of parents contact numbers in case of emergency.
- Contact winners of raffle and auction prizes.
- Occasionally produce resources or merchandise (e.g. class or school tea towels, mugs, calendars).
- Fulfil Legal obligations.
- Deliver events and marketing information.
- Carry out polls and surveys.
- Set up and receive payments.
- Run the 100 Club, including setting up payments.

ON WHAT BASIS DO WE COLLECT AND USE THIS PERSONAL DATA?

Consent

We collect and use personal data (children's or parent's / carer's) only where the parent or carer has given specific consent. This consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn. Please note that by participating in events, parents agree to have their children's names and classes included in the PTA newsletter, website and emails announcing winners participants at our events.

Legal obligations.

There are legal obligations that must be adhered to for the running of The RSPTA and the 100 Club.

HOW WE STORE THIS DATA

We keep personal information securely, using password-protected devices when storing the details electronically. Most data provided by parents / carers will be kept for the duration of the child's attendance at the school. However, some data, such as data on paper (e.g. raffle tickets and event reply slips) will be stored securely in a locked metal box file on school premises and confidentially disposed of after the event. Each time we collect data we will inform you of how long it will be kept. We will not keep records longer than is reasonably necessary.

We will endeavour to have a nominated person to audit the data annually.

SHARING DATA

We do not share personal data to a third party without consent.

ACCESSING YOUR DATA

If at any time you would like to find out what data we hold about you or your child / children, please contact a member of The RSPTA Committee. Please contact The RSPTA Committee if you would like to delete your data from our records.