

Privacy Notice: PTFA 23/24



Document Control

A. Confidentiality Notice	This policy document has been approved by the Governing Body of St Modwen's Catholic Primary School and is intended for internal and/or external publication. Where the document is identified for internal use the policy information may not be shared with external agencies or parents without the prior agreement of the Headteacher or authorizing committee.				
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Privacy notice – PTFA

1. The categories of PTFA helpers information that we collect, process, hold and share include:

- personal information (such as name, e-mail address, telephone numbers, name of child, class of child)
- preference information (such as which events a helper is interested in helping at, whether a helper wants to attend meetings, whether a helper wants to work on new fundraising ideas)

2. Why we collect and use this information

We use PTFA helpers data to:

- make regular contact with helpers about upcoming events and meetings (including the use of a whatsapp group)
- make contact with helpers for fundraising ideas
- enable the running of the PTFA (issuing meeting minutes and actions, agreeing helpers for events)

3. The lawful basis on which we process this information

On the 25th May 2018 the Data Protection Act 1998 will be replaced by the General Data Protection Regulation (GDPR). The condition for processing under the GDPR will be: Article 6 1. Processing shall be lawful only if and to the extent that at least one of the following applies: (a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.

4. Collecting this information

The information you provide to us is on a voluntary basis. We collect the information via helper request leaflets or by you providing this information to us via the school office; email or to a member of the PTFA in person.

5. Storing this information

We hold PTFA helper data until your last child leaves Manor Road or until you ask for your details to be removed. Once your child leaves, your details will be deleted from the helper spreadsheet.

6. Who we share this information with

We do not share this information with anyone outside the PTFA.

7. Why we share PFTA helper information

We do not share information about PTFA Helpers with anyone without consent unless the law and our policies allow us to do so.

8. Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Chair of PTFA, St Modwen's Catholic Primary School. If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Further information If you would like to discuss anything in this privacy notice, please contact Chair of PTFA, St Modwen's Catholic Primary School, Tutbury Road, Burton on Trent, Staffordshire DE13 0AJ. Telephone 01283 234570.