The Parent Teacher and Friend Association
Of
Studham C of E Village School
Charity No 1039380

PRIVACY NOTICE

This privacy notice sets out how Studham CofE Village School PTFA (PTFA), collects, uses and protects the data you share with it. We are committed to protecting the security of any information you provide in line with the General Data Protection Regulation and Data Protection Act 2018 (data protection laws).

As a parent/guardian of a child at Studham CofE Village School you are automatically a member of the PTFA. In addition to the general inclusivity of all parents/guardians as members some people also volunteer their time to serve on the Committee, and some to hold office positions on the Committee for example Treasurer, Minute taker etc.

Under the terms of data protection laws, we have legitimate interest in collecting, using (processing) and storing your personal data to aid our communication with all members and to assist in our planning and execution of the various fundraising events we undertake.

Personal data supplied by you to the PTFA is separate from data you may have supplied to Studham CofE Village School (Studham School). School data is governed by the school's own privacy policy and data protection procedures. PTFA letters distributed via your child's class to be brought home are not personalised to you or your child and the PTFA gathers no personal data from this.

Should you wish to stop receiving mailings from the school offices regarding the PTFA please inform us via the channels in the “contact us” section below.

As a separate registered charity, the PTFA is a data controller and those holding office positions on the committee are data processors as defined in data protection laws.

We are committed to protecting the privacy and security of your personal information. We recognise that all personal data we collect, use and store must be kept securely and destroyed as soon as it is no longer required.

Categories of data collected/processed:

The PTFA may collect personal data that you have chosen to share directly with us. Personal data is information that identifies you as an individual and can include:

- Your name;
- Your contact information, such as telephone number & email address;
- Family details;
- Your child’s name and class;
- Information about your attendance at events e.g through ticket purchases;
- Financial information e.g. a payment made to the PTFA or from the PTFA to reimburse an expense occurred on behalf of the PTFA;

Lawful basis for collecting your data:

The main legal basis the PTFA relies on when collecting and processing your personal data is consent.

At the point of initially providing your information you will be invited to only provide those details that you are happy for us to process (have and use) for example you may provide us with your name, address, telephone number and email, or just your name and telephone number.

You can withdraw your consent at any point by contacting us via the methods outlined in the “contact us” section of this notice.

Purpose of processing your data:

- Receiving information about PTFA events and activities;
- The communication to you of logistical information about the running of events and activities;
- To assist our event planning and de-briefing through analysis of attendance lists, volunteer lists, ticket sales etc;
- To be aware as required of any life-threatening allergy/medical condition relating to you (or your child) relevant to the manner in which a particular event is run;

We may also process your data to fulfil a legal obligation where the law requires us to keep, process or pass information about you to another organisation, for example:

- The PTFA as a registered charity has a legal obligation to send its committee members’ details to the Charities Commission;
- Financial transaction information may be kept for tax law reasons of Gift Aid purposes;

We may also process data to perform a contractual obligation with you as a PTFA supplier or sponsor where you contract to engage with us on this basis.

Sharing your data:

Personal data will be shared between committee members where required for the purposes of running an event or activity where you have expressed an interest in being involved. Information relating to events may also be shared with Studham School and the school Governors.

For any PTFA arranged products created by a third party e.g. Christmas Cards, we will share with thee organisations the minimum information required in line with our contractual obligations. We do not otherwise share or sell your personal data to any other organisation.

How the data is stored, how long for, how security is ensured:

Data will be stored securely in a password protected online secure file sharing system, which is compliant with data protection legislation.

Your mobile telephone number, where your consent has been specifically given, will be added to and stored on the WhatsApp application system. Where this consent is given you are choosing to share your data with them in line with their own data protection policies which can be obtained by contacting them directly. Please note the PTFA is not responsible for the onward sharing of your data by any third party where applicable.

We do not transfer personal data outside the European Economic Area unless it is lawful to do so under data protection legislation. Where committee members have access to personal data such as an email address or telephone number, they may store this on a personal device for as long as is necessary for a legitimate purpose before transferring the data to our secure storage system, or securely deleting the data, whichever is most appropriate.

The PTFA will keep your data for as long as is necessary for a legitimate purpose. Any kept data will be securely deleted within 3 months of you leaving the PTFA by request/your child completing their education at Studham School whichever is sooner.

A limited amount of information about payments may have to be kept to comply with tax and financial reporting law, usually for about 6 years from the end of the current tax year.

Individual right of access to and over their data:

You have the right to request access to information about you that we hold. To make a request for your personal information. To make a request for your information please contact us at ptfa.studhamschool@gmail.com, speak directly to the Chair (Denise Stafford), Vice-Chair (Helen Aleeson) or any other committee member who will make the Chair/Vice-Chair aware that you wish to make a request to access your information.

If you make a subject access request, and if we hold information about you, we will:

- Give you a description of it;
- Tell you why we are holding and processing it, and how long we keep it for;
- Explain where we got it from if not from you;
- Tell you who it has been, or will be shared with;
- Let you know whether any automated decision-making is being applied to the data and any consequences of this;
- Give you a copy of the information in intelligible form;

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

Where your data is being processed with your consent you have the right to withdraw that consent at any time by contacting us in any of the ways detailed in the "contact us" section below.

You also have the right to:

- Have your personal data rectified if it is inaccurate or incomplete;
- Object to the use of your personal data if it would cause, or is causing damage or distress;
- Restrict our further processing of your personal data, i.e. permit storage but no further processing;

- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics;
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine rather than a person);
- Seek redress either through the Information Commissioners Office or the courts;

Complaints:

If you think we have not complied with this privacy notice or have acted otherwise than in accordance with data protection legislation you should notify us directly using the contact information provided above.

Alternatively, you can make a complaint to the Commissioner's Office:

- Report a concern online at https://ico.org.uk/concerns/ Call 0303 123 1113
- Or write to: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF;

Contact information for any queries:

For any questions or queries relating to our data protection practices, (or to make a subject access request) please contact us at ptfa.studhamschool@gmail.com , write to us care of the school's address or contact any PTFA committee member who will arrange for the Chair/Vice Chair to speak with you further.

Last updated:

We may need to update this privacy notice periodically so we recommend you revisit this information via the Studham CofE Village School website. This version was last updated in March 2019.