

Heathside PTA Privacy Policy

Introduction

As you may be aware, the General Data Protection Regulation came into force from 25th May 2018.

As we are technically a separate organisation from the school, Heathside Parent Teacher Association (PTA) also needs to act to ensure that it is compliant with the data protection laws.

Heathside PTA collects and uses some personal data, mainly in order to communicate with parents and carers who sign up for PTA initiatives, fundraising events, and to manage our 100 Club. We're not changing how we use or collect information, but we want to take this opportunity to clarify how and why we store and process data, and your rights under the GDPR.

What personal data does the PTA collect, and why

We collect, use and store data on the following occasions:

- When parents/carers/supporters take part in or support PTA organised events
- When parents/carers/supporters sign up to support the PTA generally, or at events including PTA meetings
- When parents/carers/supporters sign up for the 100 club
- When parents/carers/supporters pay for tickets, or take part in auctions, sales or raffles
- When companies or organisations support the PTA

These may require us to collect some or all of the following information:

- Name and contact details (address, phone and email)
- Payment details
- Student's details, including name and class

These personal details may be obtained for any of the following reasons:

- To process and fulfil all PTA activities including administering all fundraising events.
- To process enquiries, you place with us through our website, by post, in person or by telephone.
- To keep a record of your relationship with us and for administrative purposes (such as our accounting and consent record-keeping to ensure we know when you prefer not to be contacted)
- To identify and prevent fraud

Photos and Videos

We may also take photos and videos during PTA events. Data subjects will be made clear that this is happening and separate permission sought.

Corporate support

We also collect data from companies who may support the school through donations or financial contributions.

On what basis do we collect and use personal data?

The legal basis for collecting, storing and processing data of parents, carers, supporters (including children) is gained through consent.

Where we have obtained consent to use personal data, this consent can be withdrawn at any time.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.

The legal basis for processing the personal data of companies who have donated to the school PTA is legitimate interest.

How Long We Keep Your Data

Heathside PTA will only keep your personal information for as long as it is required and in accordance with statutory requirements. For example, HMRC requires that we keep a record of all financial interactions and your name and address for seven years from the date of your last transaction.

Where the information is no longer required, we will ensure that it is disposed of in a secure manner.

If you have indicated that you do not wish to hear from us in the future, we will keep the minimum information necessary to ensure we avoid contacting you any further.

Managing and storing data

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

However, the nature of data transfer – especially online – is never fully secure, so we cannot guarantee the complete security and protection of it when it is outside of our control. Be assured that once we have your personal information, we do all we can to ensure that we have the systems and processes in place to safeguard it.

Sharing your information with Trusted Third Parties

Where we work with external companies to collect and process your data for us on your behalf (such as to process ticket payments or 100 club payments) we will require all third-party providers to process your personal information in accordance with applicable data protection and privacy laws.

We will never sell or rent your personal information to other organisations.

Communication with Businesses

If you have kindly donated to Heathside School in the past we may send you infrequent letter or email appeals seeking further donations or to trade goods at one of our events. You may ask to be removed from our communications at any time by:

- Emailing us at PTAChair@heathside.surrey.sch.uk
- Or by writing to Data Protection Officer, Heathside PTA, Heathside School, Brooklands Lane, Weybridge KT13 8UZ

How to Access, Correct or Delete Your Personal Information

Heathside PTA acknowledges that you have the right to access your personal information and we are responsible for correcting, deleting or updating information that we have collected.

Upon proof of identity, we are happy to provide you with information on what data we hold about you at any time. Please contact us at:

- Email at PTAChair@heathside.surrey.sch.uk
- or by writing to Data Protection Officer, Heathside PTA, Heathside School, Brooklands Lane, Weybridge KT13 8UZ

If your contact details change, or you believe the information we hold about you is out of date or inaccurate, please get in touch to update us:

- Email at PTAChair@heathside.surrey.sch.uk
- Or in writing to Data Protection Officer, Heathside PTA, Heathside School, Brooklands Lane, Weybridge KT13 8UZ

Data Breaches

- In the event of a data breach, we shall ensure that our obligations under applicable data protection laws are complied with where necessary.
- Data may be shared with the Heathside PTA Committee as part of organising events but only if necessary.

Compelled Disclosure

We reserve the right to use or disclose your personal information if required by law or if we reasonably believe that use or disclosure is necessary to protect our rights, protect your safety or the safety of others, investigate fraud, or comply with a law, court order, or legal process.

Changes to this Policy and Contacting Us About this Policy

We will regularly review and update this privacy policy and you should check it from time to time to see future updates. If there are significant changes in the way we process your personal information, we will provide a prominent notice on our website or send you a notification. This privacy policy was last updated in June 2018.

Further information

You also have the right to lodge a complaint with the Information Commissioner's Office about how we manage your data. You can contact them in the following ways:
<https://ico.org.uk/concerns/>

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113