

Parent Teacher Association: Data Privacy Statement

The Parent Teacher Association may on occasions ask you for personal information. Your privacy is important to us. This privacy statement explains what personal data we collect from you and how we use it. We encourage you to read the summaries below.

How do we collect information from you?

We may ask for information to be completed on reply slips for events, order forms (e.g. for Christmas card orders) and 100 club application forms. If you volunteer for an event we may also request information so that we can communicate leading up to and during the event.

What type of information is collected?

Pupil details such as name and class; name and contact number of parent / carer (for an event where you do not accompany your child); Contact details for 100 club; Contact details if you volunteer to help at an event. If you hold a named position/role on the PTA committee we will also require details for registering with the Charities Commission.

How do we use your information?

Pupil, parent and volunteer information will be used in the planning of events (e.g. creation of a list of children attending events for the event volunteers and teachers to use). Personal details for members of the 100 club will be used for number allocation and renewal notification and to make contact for prize winners.

Who has access to your information?

The information will only be shared with the organisers of an event for the purposes of running the event. 100 club information is only shared with our dedicated 100 club administrators.

How do we store your personal data?

Any reply slips for events will be used by the event organiser for the purpose of creating a list of attendees and in some cases for issuing of tickets after this has been done, the details will then be stored in a locked file on the school premises. Details such as emergency contact details for pupils will be retrieved and made available at each event where parents are not present.

100 club information is separately managed and stored.

How long do we retain the information & how is it disposed of?

For events, both paper copies and electronic copies will be destroyed within 1 week of the event. [Paper copies will be shredded and electronic copies permanently deleted]

100 club information will be retained for the duration of an individual's membership.