



**Madley Brook School
Parent Teacher Association (PTA)**



April 2018

GENERAL DATA PROTECTION REGULATION (GDPR)

Dear Parents / Carers,

GDPR is a new regulation that will come into force on 25th May 2018. The regulation has the purpose to protect personal information. It's likely that you may already be receiving GDPR communications from companies asking if you wish to stay on their marketing lists?

As a charity, the PTA must comply with GDPR. We have produced a Data Privacy Statement which is held on the PTA page of the school website. The statement includes the personal information that we may from time to time request from you, how we will collect that information, how we use the information, who has access to the information, how long we will retain the information and how we dispose of the information.

Under the regulation we are not permitted to target communications to specific individuals using personal information you may have previously provided to us, therefore any information we currently hold from previous events will be destroyed before 25th May.

More information about the changes...

Flyers advertising events:

We will still be permitted to send home in book bags / via parent mail general PTA information and invitations for events as we are not using personal information to do this.

For some events we may request that you provide personal information to us. As an example we may request parent emergency contact details for a film night. In these instances we will clearly state why we need the information, who will have access to this information and how we will dispose of the information after the event.

100 Club

If you are currently a 100 club member we will contact you at the next renewal (September). Our communications will be updated detailing what personal records we hold and how they are stored. From 25th May we will ensure that any information currently held is stored securely.

Facebook Groups:

The regulation states that we cannot assume that you are happy to continue to be communicated to via social media but instead you must positively 'opt in' to be contacted, therefore our *Madley Brook Primary Community PTA* and *Friends of Madley Brook* Facebook pages that we use will be closed down and re-started. Anyone re-joining the group will do so on the understanding that they will receive targeted communications such as requests for support at events.

If you are a member of one of our facebook groups we will contact you via the current group ahead of 25th May to transfer you to a new group (if you wish to).



Regular Committee Meeting attendees:

Individuals who regularly attend committee meetings and volunteers who support events will be required to confirm that they understand the rules of GDPR and will handle any personal data correctly.

We will have a secure file locked in the school PTA cupboard for any information that we retain for periods of time (i.e. information held on 100 club application forms). An annual audit will also be carried out to ensure that we are fully compliant with GDPR.

You are not required to take any action as a result of this communication as the PTA will manage the required changes.

If however you have any questions or concerns please do not hesitate to contact me using the PTA email address: madleybrookpta@hotmail.com

Kind Regards,

Sue Phillips - PTA Secretary
Madley Brook Community Primary School