

## The Grove Schools' PTA Privacy Notice

This Privacy Notice sets out how the Grove Schools PTA, Harpenden (Reg Charity No 325009) 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 related UK data protection legislation.

**Relationship between the Grove Schools and the PTA:** Personal data supplied by you to the Grove Schools is entirely separate to that supplied by you to the PTA. School data is governed by the schools' own privacy policy and data protection procedures. Any electronic mailings that are sent out on behalf of the PTA via the school offices use data held by the schools and the PTA do not have access to this data. PTA posters, flyers and general letters that may be distributed via your child's class teacher to be brought home are not personalised to you or your child and the PTA gathers no personal data from this. Should you wish to stop receiving mailings from the school offices regarding the PTA please contact them directly to review your mailing preferences.

**Types of data we collect:** the PTA 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 and email address
- Family details
- Your child's name and class
- Information about attendance at events, including ticket purchases
- Financial information such as bank details where required to make payment for an event or service or as a supplier to the PTA

The PTA may also hold images, audio or video recordings taken at events.

**The lawful basis for using your data:** the main legal basis that the PTA relies on when handling your personal data is your consent. In our correspondence with you we will ask you to consent for the PTA to collect, store and process your data for specific purposes and in specific ways. This consent will cover a number of things, depending on the event or activity in question, but may include consent for/to:

- The PTA to contact you by email, phone or text
- Receive information about PTA events and activities
- Your details to be stored in event attendance lists
- Your details to be stored in volunteer lists
- Your details to be used to create PTA merchandise such as school leaver mementos
- Receive information about competitions and offers from the PTA or from related organisations that the PTA feels are of legitimate interest
- Receive information about PTA meetings
- Use your information on our social media sites
- Use financial information in order to make payment to you

You can withdraw your consent at any point by contacting us at the address listed below.

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

- The PTA as a registered charity has a legal obligation to send its committee members' details to the Charity Commission
- Financial transactions may be kept for tax law reasons or Gift Aid purposes

We may also process data to perform a contractual obligation with you as a PTA supplier or sponsor.

Information that is essential to protect the vital interests of the person, for example regarding a life-

threatening allergy or medical condition, may be required by the PTA for the purposes of running an event. We will always ask for consent to hold this data.

**What do we do with your information:** our main reason for using your personal data is to provide a range of social and fundraising events for families of the Grove Schools, and most of the data we collect is provided directly by the individual concerned. Any data we hold may be used for the purposes of:

- Corresponding with you in response to an enquiry you have made to us
- Sending you promotional material regarding PTA events and activities
- Supporting the organisation of PTA events and activities, examples of which include collating rotas, sending out tickets, or creating event attendee lists
- Producing PTA merchandise for purchase
- Gathering feedback to improve PTA events and activities
- Updating our PTA Facebook and Twitter pages Keeping you informed about PTA new including meeting dates
- Making payments to you for a service or as a supplier

In the case of images, audio or video recordings taken at PTA events by a member of the PTA committee, if these adhere to the Grove Schools' policy on Photographic Consent, these may be:

- Used for publicity on the PTA Facebook page, Twitter feed or in the PTA Newsletter
- Shared with the Grove Schools

**Sharing your data:** the PTA may share your data with the Grove Schools. Where we offer you the option of using a third-party website such as PTA Events, Easy Fundraising and Sign Up Genius, you choose to share your data with them in line with their own data protection policies which can be viewed on their websites and which may already have been sent to you by these providers. For the purposes of PTA Events, we act as a Data Controller for the data you share with the site. The PTA does not give your information to these providers, although these providers may share your data with us in line with their own data protection policies. For PTA products that are created by a third-party organisation such as Christmas cards and Leavers' hoodies we will share with these 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.

Personal data will be shared between PTA committee members where required for the purposes of running an event or activity such as a staffing rota, an event attendance list, or a planning meeting, where you have expressed interest in being involved. We may also share information with the Grove Schools where there is a legitimate interest in doing so.

You have the right to request that any out of date, inaccurate or irrelevant information is erased or corrected (subject to certain exemptions and limitations under data protection legislation). Please see below for how to contact us.

**Storing your data:** data supplied to or held by the PTA will be stored securely in a password protected online secure file sharing system, which is compliant with data protection legislation. We do not transfer personal data outside of 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.

**How long do we keep your data:** the PTA will keep your personal data for as long as it is necessary for a legitimate purpose. Any kept data will be destroyed within 3 months of the related event or activity and at most kept for no longer than one academic year. A limited amount of information about payments may have to be kept to comply with tax and financial reporting law, usually for 6 years from the end of the current tax year.

**Your rights:** data protection legislation gives you several rights regarding your information:

- you have the right to withdraw consent, where given
- you can ask what information we hold about you and be provided with a copy. We will also give you extra information such as why we use this information, where it came from and if it has been shared. You should be aware that the right of access is limited to your own personal data, and certain data is exempt from the right of access, including information which identifies other individuals
- You can ask us to delete the information that we hold about you in certain circumstances, for example where we no longer need the information.
- In some cases, you can ask us to amend the personal data we hold, or have it transferred to others, or for the PTA to stop processing it – but subject to certain exemptions and limitations. We will sometimes have compelling reasons to refuse specific requests to amend, delete or stop processing your personal data: for example, a legal requirement. All such requests will be considered on their own merits.
- You can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer.
- Our use of information about you may be restricted in some cases, for example if you tell us that the information is inaccurate, we can only use it for limited purposes while we check its accuracy.

If you would like to access or amend your personal data or have some other objection to how your personal data is used, please make your request in writing to us at the address below. We will respond to any such written requests as soon as is reasonably practicable and in any event within statutory time-limits, which is one month in the case of requests for access to information.

**Contact us:** for any questions or concerns relating to our data protection practices, or to make a subject access request or any other request regarding the information we hold, please contact us at [info@pta-groveschools.org.uk](mailto:info@pta-groveschools.org.uk).

Should you wish to stop receiving communications directly, you can contact the PTA at [info@pta-groveschools.org.uk](mailto:info@pta-groveschools.org.uk) or write to us at Grove Schools' PTA, Dark Lane, Harpenden, AL5 1QD

**This policy:** the PTA will update this Notice from time to time, and any substantial changes that affect how we use your personal data will be notified on the Grove Schools' websites and to you directly as far as is possible.

If you think we have not complied with this Notice or have acted otherwise than in accordance with data protection legislation, you should notify the Grove Schools' PTA, Dark Lane, Harpenden, AL5 1QD. You can also make a referral or complaint to the Information Commissioner's Office (ICO) although they recommend steps are taken to resolve the matter with us before involving them.

**May 2018**