

Feniton Church of England Primary School PTA (Charity Number 1122111)

Privacy Notice

Issue Date: 25/05/18

We (Feniton Church of England Primary School PTA, 'Feniton PTA') are the Data Controller for the purposes of the General Data Protection Regulation 2018 (GDPR). We will collect personal data about you or the children for whom you are legally responsible and use it to:

- Comply with legal obligations.
- Administer fundraising events to raise money for Feniton Primary School.

We will not ask for or expect to receive any personal data directly from Feniton Primary School or any other source without prior written consent from you. We will not give personal data about you or the children for whom you are legally responsible to Feniton Primary School or anyone else without your consent unless it is permitted by law.

Personal Data

We will collect this information on a case by case basis for each event or legal obligation, and will only collect and store the minimum required to carry out each activity. Examples of this include name, address, telephone number, email address, National Insurance number, date of birth, payment details.

Special Categories of Personal Data

We will only ask for medical information if a child will be left in the sole responsibility of Feniton PTA without the presence of their parent/guardian or a member of Feniton Primary School staff.

Personal data will be collected by Feniton PTA committee members and volunteers and used to operate and run Feniton PTA, satisfying the requirements of relevant legislation pertaining to our activities and charitable status, including entertainment and gambling licenses as well as coordinate and plan individual events. Personal data will also be used to ensure that safeguarding requirements are met when children are left in the sole responsibility of Feniton PTA.

Feniton PTA will retain personal data for a length of time that reflects the reason for obtaining it. In the case of legal obligations this will mirror the legislation in force at the time. For fundraising events it will be until the event has concluded unless, in the case of personal stallholders (not registered businesses/traders), consent has been received to retain details for 12 months to facilitate planning another similar event.

Paper records containing personal data are held securely by individual committee members and volunteers, and not left unattended during events or in insecure locations. Electronic records containing personal data are stored on the school's Sharepoint system with access limited to nominated committee members. Electronic records are not held in online file stores that do not comply with GDPR, and are not emailed between members. The use of external memory devices (e.g. USB sticks) is avoided unless encrypted and securely transported between required locations.

Records of personal data will be destroyed at the appropriate time by shredding, full deletion of files (with Recycle Bin emptied) or reformatting of memory device.

Contact Permission

Feniton PTA committee members and volunteers may contact you via the School Office (as outlined in the school's General Permissions booklet), Parents of Feniton Primary School private Facebook group or Feniton Church of England School PTA public Facebook community, or via any other details separately provided.

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Please confirm on the slip below and return to the School Office whether you do or do not wish Feniton PTA to contact you in any of these ways.

I give permission for Feniton PTA to contact me via:			
School Office <input type="checkbox"/>	Facebook Private Group: Parents of Feniton Primary School <input type="checkbox"/>	Facebook Public Community: Feniton Church of England School PTA <input type="checkbox"/>	Other <input type="checkbox"/>
I do not give permission for Feniton PTA to contact me.			<input type="checkbox"/>
Name(s) of children			
Name			
Sign		Date	