

ALSTON MOOR FEDERATION PTA - Privacy Notice and Data Protection

Under the data protection law, individuals have a right to be informed about how Alston Moor Federation PTA uses any personal data that we hold about them.

Type of Information	Purpose of processing	Lawful basis for processing	Legitimate interest Assessment	Retention	Access Required by	Where is it stored
Committee member contact details	Ensure effective running of committee	Consent	Yes	Review annually	Committee members	Secure password protected file on secretary personal computer
List of parent volunteers	Communication to help PTA	Consent	Yes	Opt in but can opt out anytime	Secretary	Secure password protected file on secretary personal computer
List of pupil names/contacts	Communication to run an event	Legitimate interest	Yes	Destroyed after event	Lead for event or chair	Paper copy by lead or secure password protected file on secretary personal computer
Contact details for raffles/competitions	Contact winners	Legitimate interest	Yes	Destroyed after event and winners notified	<u>Lead for event</u>	Secure password protected file on secretary personal computer
Details of monetary donations	To know sources, claim gift aid	Consent, legal obligation	Yes	In line with legal obligations	Treasurer	Secure password protected file on treasurer's personal computer

Note: General communications to all members of the PTA which are sent through the Federation communication network, the PTA does not have access to the email addresses. This is managed by the Federation.

The personal data we hold

Personal data that we may collect, use, store and share:

- Name and address
- Other contact information including email and telephone numbers
- We do not hold sensitive personal data as defined by GDPR such as race, ethnic origin, politics, religion, trade union membership, genetics, biometrics, health, sex life or orientation.

Why we use this data

We use this data to:

- Contact individuals for support and help at events
- Compile a list of attendees for events
- Compile a list of emergency contact numbers for parents/carers
- Contact winners of raffles or competitions

Our legal basis for using this data

We only collect and use personal data when the law allows us to. Most commonly, we process it where:

- We need it to perform an event in the school's interest
- We have obtained consent to use it in a certain way

Where we have obtained consent to use personal data, this consent can be withdrawn at any time.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

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While most of the information we collect is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear where providing is mandatory or optional. If it is mandatory, we will explain the consequences of not complying.

How we store this data

We keep all electronic personal information on a secure password protected file and computer as documented in the table. Any paper-based information will be stored securely and confidentially disposed. If you want a copy of the information, we hold on you please email amfpta@alston.cumbria.sch.uk

DATED: 23rd September 2020

REVIEW DATE: September 2021