

PRIVACY NOTICE

ST ANNE'S CATHOLIC PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

Our privacy notice explains how we collect and process your Personal Data and the rights you have under the General Data Protection Regulation (GDPR).

Who are we?

St Anne's Parent Teacher Association runs various fundraising events and other PTA led initiatives, in support of St Anne's School and its pupils, which may require the collection of personal data.

We are the "data controller" for the purposes of GDPR. This means that we decide how your Personal Data is processed and for what purposes.

Your personal data – what is it?

Personal Data is data that relates to a living individual who can be identified from that data. We might be able to identify you from the data itself or by linking that data to other information we have access to. GDPR tells us how we must process your Personal Data.

The personal data we hold

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

- Name and address
- Other contact information including email addresses and telephone numbers

How do we process your Personal Data?

We comply with our obligations under GDPR in the following ways:

- by keeping Personal Data up to date;
- by storing and destroying it securely;
- by not collecting or retaining unnecessary or excessive amounts of data;
- by protecting Personal Data from loss, misuse, unauthorised access and disclosure; and
- by ensuring that appropriate technical measures are in place to protect Personal Data.

We use your Personal Data for the following purposes:

- To manage the participation of children, parents/guardians in our charity events and other PTA led initiatives.
- To compile a list of attendees for school fundraising events.
- For health and safety of the participant in PTA events.
- To inform you of news, events, activities or services which we think you might like to hear about.
- To notify winners of events and competitions.
- To compile a list of supporters and winners of our School Lottery
- To compile a list of supporters for easyfundraising.com fundraising initiative

Please Note: General communications to all the members of the PTA (i.e. all eligible parents, careers, staff, etc.) are sent through the school's communication network, currently e-mail. The PTA does not have access to these contact details/email addresses. We also take photos and videos during PTA events. Data subjects will be made clear that this is happening.

What is the legal basis for processing your personal data?

We are under a legal obligation to process certain personal information relating to our members (i.e. all eligible parents, careers, staff, etc.) for the purpose of complying with our obligations.

- To maintain a register of our members.
- The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary

Sharing your personal data

Your Personal Data will be treated as strictly confidential and will be shared only with organisations whose services are required in order to provide the services we offer e.g. The Climbing Wall

We will only share your Personal Data with other third parties with your consent. These third parties, in turn, may rely on data processors to provide services that help them help us.

How long do we keep your Personal Data?

We keep your Personal Data for the duration of the time required to manage the charity event and other PTA led initiatives. We will securely destroy all personal data once we have used it and no longer need it.

Your rights and your Personal Data.

Unless we have an exemption under GDPR, you have the following rights with respect to your Personal Data: –

- The right to request a copy of the Personal Data which we hold about you, without any charge.
- The right to request that we correct any Personal Data found to be inaccurate or out of date.
- The right to request that your Personal Data is erased.
- The right to withdraw your consent to the processing we carry out at any time.
- The right to request that we provide you with your Personal Data and, where possible, to send that data directly to another data controller.
- The right, where there is a dispute in relation to the accuracy or processing of your Personal Data, to ask us to restrict further processing.
- The right to object to the processing of Personal Data.
- The right to lodge a complaint with the Information Commissioners Office and to seek legal recourse.

Further processing

If we wish to use your Personal Data for a new purpose, not covered by this Notice, then we will provide you with a new notice explaining this new use. We will do this before we start processing for the new use. We will set out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details

If you have a problem, complaint, or if there is something you don't understand, please contact us on stannespta@outlook.com