

SILSOE VC LOWER SCHOOL PTA PRIVACY POLICY

This policy is about how we store, share and use information obtained by Silsoe Lower School Parent Teacher Association (PTA). We take the protection of parent, carer, staff and children's information very seriously and endeavour to protect it in the same way we would our own personal information. If parents/carers have any concerns or queries about how their information is stored and used they can seek information from this policy and/or from a member of the PTA committee. This policy should be reviewed at a minimum interval of every two years, or as new methods of storing or sharing information are developed. The PTA Chair and Communications Officer will be responsible for ensuring the policy is understood by those people with legitimate use for personal information, and that it is reviewed.

Why do we have personal information?

Silsoe Lower School PTA aims to further the education of children in school through developing relationships between staff and parents, raising funds and supporting activities within the school. Through these endeavours we have access to information about parents and children within the school in order to raise funds, organise activities and share information about PTA and school activity. This information is provided by parents/carers.

What personal data do we have?

For the purposes of school activities and fundraising we may collect information about parents/carers associated with the school. This may include but not be limited to names, email and telephone contacts, addresses and tax paying status. We also collect information about children participating in fundraising events or PTA activities including but not limited to names, age, class, date of birth, allergies, special needs and emergency contact details.

How do we store personal information?

PTA members (including co-opted members) may store personal information on computer or paper documents. We will store personally identifiable information on password protected systems that comply with GDPR such as dropbox, email accounts or using password protection features of personal computers. While we are using information it may be stored at school, or in a lockable drawer or box in the PTA member's home. PTA communications officer/chair should explore any new/alternative email or data storage sites to ensure they comply with GDPR and information does not leave the EU/EAA.

Paperwork containing personal information that needs to be kept (e.g. Gift aid submissions, expenses) will be stored in a locked cupboard at Silsoe Lower School or a locked box/drawer at the PTA treasurer's home.

When disposing of information from electronic sources we will delete from the computer and the recycle bin. Paperwork containing personal information will be redacted or shredded at the point of disposal.

What do we do with personal information?

We will use information to:

- Contact parents and carers in relation to events, committee activity and fundraising. We continue to use paper, facebook and parentmail (via school) to do this. Where we email information we will use the Bcc option for all the addresses in order that email addresses are not disclosed to other recipients.
- Process payments and donations (we do not collect bank details other than receipt and payment of cheques).
- Manage events including attendance, support for special needs, contacting parents about their child if necessary, payment to providers.
- To pay expenses in relation to committee activity.
- The names of children or volunteers may be shared with others supporting the same event (e.g. on a register or rota for a disco).
- Personal information will not be shared with people not involved in that activity.

We will not share information with other organisations outside of the school and PTA except where it directly relates to the agreed activity. For example where named items such as books or bricks are to be purchased the person/child's name would be shared with the manufacturer; information would be shared with the tax office in relation to gift aid. We will not sell your information to other organisations.

How long do we store information for?

We will store information for as long as it is needed for the purpose of collection. For example for people attending fundraising events or other activity we will store information until after the activity has ended. This might include competition entries, activity rota, attendance lists.

- For contact lists we will store information including the entry date of the child to school until either people request to have their information removed or their connection to the school PTA ceases (once the child has been part of school for 5 years). This information will be reviewed yearly.
- For the purposes of Gift Aid we are required by the tax office to keep information for a period of 6 years
- In relation to expense claims we are required to keep information for 6 years.

For more information see the data retention schedule available from PTA committee.

Parents and carers can request copies of the information being held about them, and can request that their information is removed at any time by contacting a member of the PTA. In some instances we have a legal obligation to keep the information for example for charity or tax law.

Gaining consent

Given the frequency of information being shared in relation to PTA activity it is not feasible for written consent to be completed on every occasion. In addition it would be excluding to require all parents to sign up to distribution lists and information sharing agreements to allow them to participate in any events. We will therefore aim to alert people to the privacy and data protection policy at any point in which personal information is being shared (e.g. parents completing booking forms for events). An example of this would be as follows:

By returning this form I understand that information will be stored and shared for use for this event/activity in accordance with the PTA privacy statement- <https://www.silsoeschool.co.uk/pta.html>

Friends of Silsoe Lower PTA Facebook group

- We will endeavour to check those joining the group are parents/guardians of children attending the school or people supporting the PTA.
- Your posts will be visible to all group members –see “About the group” for rules about posts.
- PTA members and group administrators may contact you via facebook to provide information or clarify information including in relation to posts to the group.
- You can remove yourself from group any time
- We will remove members if they do not have a current connection to the School or if there are any concerns about participation in the facebook group. The membership will be reviewed yearly.
- When you no longer have children at the school we request that you remove yourself from the group and we will endeavour to remove those parents/guardians
- Privacy and data use rules of the facebook site will apply to all information shared through this domain and is outside of the scope of this committee.

PTA registration

I have seen and understood the privacy policy for Silsoe VC Lower School Parent Teacher’s Association. In providing the contact details below I understand how they will be stored and used.

Name: _____

Childs name: _____

Year of entry: _____ Class: _____

I would like to be added to the email information list about PTA events and meetings

Email Address: _____

Useful Do's and Don'ts for current, future and past PTA committee members and volunteers at events:

DO

- Read the privacy policy.
- Ensure information you collect is essential for the purpose,
- Destroy information securely when it is no longer required (see retention schedule/speak to a committee member).
- Delete any and all old personal information from past events and out of date contact lists,
- Delete computer files from the folder AND the recycle bin.
- Use password protection on documents.
- Use Dropbox instead of emailing personal information.
- Transport personal information safely.
- Do keep paper copies of personal information in a locked box/drawer.

DO Not

- Email information about health (including allergies and health conditions).
- Tag people on facebook without their consent .
- Pass on someone else's personal information to be added to the list ask them to provide it directly. If information is passed on, a PTA member must contact the individual within a month telling them the information received, what you would use it for, the link to the privacy policy and their right to withdraw consent.
- Worry about paper (un-named) fliers going out in all bookbags these are not included under GDPR.