



PTA

Stocks Green School
Association

Email: sgpspta@gmail.com

Charity Number: 1006068

Privacy and Data Protection Policy

Our contact details

Name: Stocks Green School Association

Address: Leigh Road, Hildenborough, Tonbridge TN11 9AE

E-mail: sgpspta@gmail.com

18 September 2020

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name, age, class and contact details);
- medical and allergy information; and
- skills (for example, when relevant to helping with events).

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- we need it to perform a fundraising event in the school's interest; and
- we have obtained consent to use it in a certain way.

We use the information that you have given us in order to:

- contact individuals for support and help at school fundraising events;
- compile a list of attendees and year groups for school fundraising events;
- compile a list of emergency contact information for parents/children;
- contact winners of raffle and bidding board prizes; and
- provide a list of addresses to our estate agent sponsor or other sponsors to promote events, for example through, sales boards.

We may share this information with third party organisations if we have your consent.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting us by email on sgpspta@gmail.com.

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest.

How we store your personal information

Your information is securely stored electronically on a secured database or in paper format in the PTA storage area at Stocks Green Primary School (the "School").

Where you have provided your contact information for the purposes of receiving communications from us, we will keep your personal information until such time that your child has left the school or until you have asked us to delete your information.

Where you have provided your contact information for the purposes of an event, we will keep your personal information until such event has taken place and then confidentially dispose of it.

Where you have provided your personal information for any other purpose, we will communicate with you how your data will be stored and when it will be disposed of.

We keep all electronic personal information on a secured database or in our email account.

Unless otherwise agreed by you, where electronic data is stored in connection with an event or marketing effort, when such event or effort has finished, all personal data will be deleted from the secure database

In addition, a regular audit will be performed to ensure any personal information we hold is deleted or disposed of.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at sgpspta@gmail.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at sgpspta@gmail.com.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>