



VERULAM SCHOOL PTA PRIVACY NOTICE

General Data Protection Regulations 2018

Your Personal Data

Under data protection law, individuals have a right to be informed about how the Verulam PTA use any data we hold about them. This privacy notice explains how we collect, store and use personal data in relation to the PTA.

The data we hold and how we collect it

We, the Verulam School PTA are what is known as the 'Controller' of the personal data provided to us. We collect only basic personal data, which does not include any special types of information or location based information. Depending on what has been provided to us the data might include

- Names, email addresses, postal addresses and phone numbers
- How people would like to be involved with the PTA

We only collect and store data that has been given to us directly when people

- sign up at a school or PTA event
- email their details and a request to be involved with the PTA
- complete and sign a lottery application form

Why we need it and how we use it

We need to know this basic personal data in order to

- update members and supporters about PTA events, activities and meetings
- invite members and supporters to attend fund raising events, activities and meetings
- ask for volunteers to help to run, organise and support these and other events as requested by the school
- ask for other support including providing raffle prizes, fund matching or cakes/other fund raising related products or services
- send information about the PTA lottery to lottery members
- send a cheque to winners of the PTA Lottery Draw

We will not collect any personal data from you that we do not need in order to provide and oversee this service to you, your children and the school.

How we store information

We have two different processes for collecting, storing and processing information relating to the PTA, depending on the purpose of holding the information

1: Information for general **PTA committee members and supporters** is stored on a password protected excel file on the PTA chair's password protected laptop. Specific email addresses will be processed by members of the PTA committee in relation to the organisation

of specific events. All PTA members are informed to use blind copy when contacting members of the PTA in order to protect individual rights to privacy

2: Information for **members of the Verulam PTA Lottery** is stored in a GDPR compliant "SQL server" database stored on a webserver behind a Firewall. The data is encrypted and backed up to a second server on the administrator's office server.

Please note that no third parties have access to your personal data unless the law allows them to do so

How long we keep it

We only keep information for as long as we need it for the purposes stated above, or

- until you notify us of any changes
- until you notify us that you no longer wish to be contacted, or
- until you stop contributing to the lottery

To review, update or ask for your data to be removed at any time please email admin@verulam.herts.sch.uk

The lawful basis for processing this information

We store and process the data relating to general PTA members and supporters using **consent**, although we may use legitimate interest in the first instance in order to gain consent if we do not already have this in accordance with the latest policies.

We store and process data of members of the PTA Lottery based on **legitimate interests** of parents, pupils, the school and the PTA based on the fact that:

- The data we hold was provided to us directly from all contacts in order for them to be informed/involved about and receive prizes from the PTA lottery draw – so they would reasonably expect to hear from us for these purposes
- All contact made is in the interests of the school, pupils, parents and so has wider societal interest
- We have a clear and specific benefit in mind (to provide services and additional funds to pupils, parents and the school)
- Use of the data will be proportionate to the benefits

What are your rights?

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by emailing admin@verulam.herts.sch.uk

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioners Office.

Policy Review

This policy will be reviewed in full by the PTA committee every two years.

Date: May 2018