



Saint **GREGORY'S**
Bath

ST GREGORY'S, BATH

and

ST GREGORY'S PTFA

**AGREEMENT RELATING
TO DATA PROCESSING**

Dated: 25 January 2022

“In Christ we flourish”

THIS AGREEMENT is made on 25/01/2022

BETWEEN

(1) **ST GREGORY'S CATHOLIC COLLEGE, BATH** ("the school")

and

(2) **ST GREGORY'S PTFA** ("the PTFA")

WHEREAS:

- (A) The school works with the Parents, Teachers and Friends Association (the PTFA) who support the school by running events and raising funds.
- (B) Both the school and the PTFA are aware of their obligations under the Data Protection Act 2018 ("the Legislation") and have entered into this Agreement to ensure compliance with the Legislation in relation to the provision of Personal Data by the school and on this basis the school has agreed to provide the Personal Data to the PTFA.
- (C) The terms of this Agreement are to apply to all data pertaining to students, staff and other members of the school community.

THE PARTIES HEREBY AGREE AS FOLLOWS:

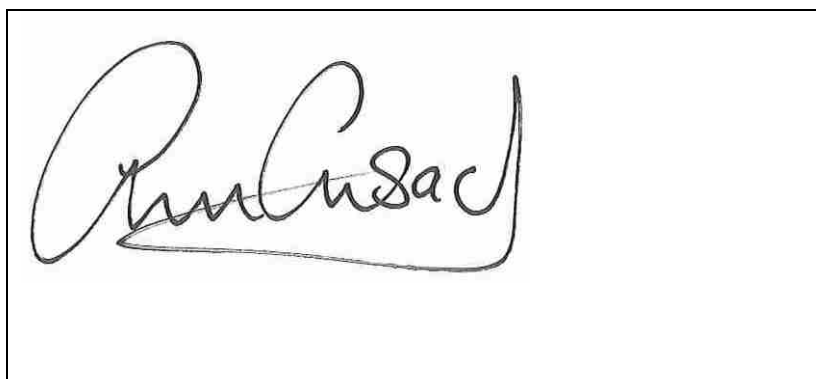
1. The PTFA is permitted to use and/or process Personal Data received from the school only insofar as it is strictly necessary for the following purposes:-
 - To contact parents/carers and staff with regard to PTFA activities and events.
 - To contact parents/carers and staff to request help with running events.
 - To contact parents/carers and staff to process any orders made for products or services supplied by the PTFA.
2. The PTFA will not take any photographs or make any video recordings of staff, students or parents and carers unless they have gained positive consent to do so.
3. All Personal Data provided to the PTFA by the school is to be used only for the above mentioned purposes. It should not be copied or disclosed to any third party unless this is strictly necessary for the purposes specified in paragraph 1.
4. All Personal Data provided to the PTFA is to be held securely and the PTFA agrees to take all necessary steps to ensure that the Personal Data is not subjected to any unauthorised or unlawful accessing, processing, or tampering or accidental loss. This includes ensuring that appropriate technical and organisational systems are in place to safeguard its security.
5. The PTFA agrees that they will not hold or retain any Personal Data provided by the school for any longer than is strictly necessary. They will ensure that all such data is returned to the school or securely destroyed when they no longer need to retain it. They will delete any electronic data and shred hard copies or return them to the school to be placed in Confidential Waste sacks.

6. Both parties agree to comply with their obligations under the Data Protection Act 2018. For the purposes of this Act, the school is the Data Controller and the PTFA is a Data Processor. Both parties also agree to indemnify the other party for any breach of the Data Protection Act or of this Agreement on their part.
7. The PTFA accepts the obligations in this Agreement in consideration of the school agreeing to provide them with Personal Data in relation to its students, staff and parents/carers.

SIGNED for and on behalf of **ST GREGORY'S, BATH**

Print Name: Ann Cusack

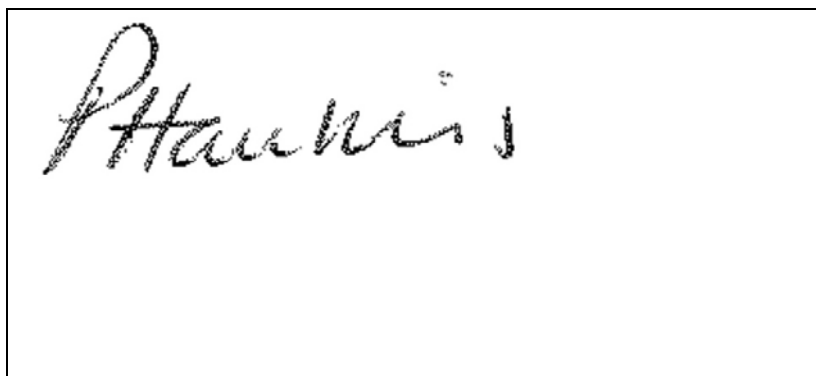
Position: Headteacher

A rectangular box containing a handwritten signature in black ink. The signature is written in a cursive style and appears to read 'Ann Cusack'.

SIGNED for and on behalf of **ST GREGORY'S PTFA**

Print Name: Paula Hawkins

Position: Co-Chair, St Gregory's PTFA

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