



DATA PRIVACY NOTICE

Saint Gregory's Parents, Teachers & Friends Association (PTFA)

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR") and the Data Protection Act 2018.

2. Who are we?

Saint Gregory's PTFA is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How and why do we process your personal data?

We collect the personal data described above in order to:

- Ensure the effective running of the PTFA by the committee
- Communicate the details of upcoming PTFA meetings, events and activities and provide you with information about the PTFA
- Communicate with a specific group of volunteers who opt in to help the PTFA with specific activities
- Communicate and engage with you (and other parents/carers) in group messages set up (on either WhatsApp, Facebook Messenger, phone or email) for the purpose of facilitating PTFA events and/or activities
- Corresponding with you in response to an enquiry you have made to us
- Share opportunities with you (or your business) to sponsor or provide a service for a PTFA organised event, activity or product
- Keep a record of your response(s) to our volunteer forms
- Notify you of the results of any raffle, competition, promotion or survey
- Process and administer your order for any product or service supplied or arranged by us, including management of any payments to or from us
- Manage our relationship with you, which will include notifying you of the AGM, meetings, changes to any policies etc.
- Administer and protect the PTFA, including ensuring compliance with any legal or regulatory obligations that we may be subject to, including knowing the source of monetary donations in order to claim gift aid and administer the donation

Information that is essential to protect the vital interests of the person, for example regarding a life-threatening allergy or medical condition, may be required by the PTFA for the purposes of running an event. We will always ask for consent to hold this data.

4. What personal data does the PTFA collect?

The PTFA may collect personal data that you have chosen to share directly with us. Personal data is information that identifies you as an individual and can include:

- Your name
- Your contact information, such as telephone number and email address
- Family details
- Your child's name and class
- Information about attendance at events, including ticket purchases
- Financial information such as bank details where required to make payment for an event or service, or donation details in order to claim gift aid
- Images, audio or video recordings taken at events (provided they adhere to school's policy on Photographic Consent)

We won't collect any more information than we need, and we will delete electronic data or shred paper copies once its purpose has been served. We review information held at the start of every school year and at the AGM.

5. On what basis do we collect and use personal data?

We collect and use personal data on the basis of:

- Consent - where the parent/carer has given specific permission (e.g. to be on relevant distribution lists)
- Legitimate Interest - this includes our interests in managing our relationship with you and running the PTFA; the provision of and administering of events, activities and products of the PTFA (incl. prize winners); to grow and develop the PTFA and the services it offers/provides and to ensure compliance with any applicable policies, practices or procedures
- Legal Obligation - as a registered charity the PTFA has legal obligation to send its committee members' details to the Charity Commission; financial transactions may be kept for tax law reasons or Gift Aid purposes
- Contractual Obligation - we may also process data to perform a contractual obligation with you as a PTFA supplier or sponsor.

6. Sharing data

Where we offer you the option of using a third-party website such as Easy Fundraising and Just Giving etc., you choose to share your data with them in line with their own Privacy Notices which can be viewed on their websites.

For PTFA products that are created by a third-party organisation such as Christmas cards and Cookbooks etc. we will share with these organisations the minimum information required in line with our contractual obligations.

We do not otherwise share or sell your personal data to any other organisation.

Personal data will be shared between PTFA committee members where required for the purposes of running an event or activity such as a staffing rota, an event attendance list, or a planning meeting, where you have expressed interest in being involved. We may also share information with Saint Gregory's School where there is a legitimate interest in doing so.

You have the right to request that any out of date, inaccurate or irrelevant information is erased or corrected (subject to certain exemptions and limitations under data protection legislation). Please see below for how to contact us.

7. Managing and storing data

We will ensure all data that you give us is kept securely and restricted to those with a 'need to know'. We are committed to protecting information about you and your children.

Data supplied to or held by the PTFA will be stored securely in a password protected online secure file sharing system, which is compliant with data protection legislation. We do not transfer personal data outside of the European Economic Area unless it is lawful to do so under data protection legislation. Where committee members have access to personal data such as an email address or telephone number, they may store this on a personal device for as long as is necessary for a legitimate purpose before transferring the data to our secure storage system, or securely deleting the data, whichever is most appropriate.

The PTFA will keep your personal data for as long as it is necessary for a legitimate purpose. Any kept data will be destroyed within 3 months of the related event or activity and at most kept for no longer than one academic year. A limited amount of information about payments may have to be kept to comply with tax and financial reporting law, usually for 6 years from the end of the current tax year.

8. Your Rights

Data protection legislation gives you several rights regarding your information:

- You have the right to withdraw consent, where given.
- You can ask what information we hold about you and be provided with a copy. We will also give you extra information such as why we use this information, where it came from and if it has been shared. You should be aware that the right of access is limited to your own personal data, and certain data is exempt from the right of access, including information which identifies other individuals.
- You can ask us to delete the information that we hold about you in certain circumstances, for example where we no longer need the information.
- In some cases, you can ask us to amend the personal data we hold, or have it transferred to others, or for the PTFA to stop processing it - but subject to certain exemptions and limitations. We will sometimes have compelling reasons to refuse specific requests to amend, delete or stop processing your personal data: for example, a legal requirement. All such requests will be considered on their own merits.
- You can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer.
- Our use of information about you may be restricted in some cases, for example if you tell us that the information is inaccurate, we can only use it for limited purposes while we check its accuracy.

9. Accessing your data

If you want to find out what data we hold about you or your child, please contact the Secretary at ptfa@st-gregorys.org.uk. We are happy to share it with you at any time and you can also ask us to delete your data from our records at any time.

We will respond to any such written requests as soon as is reasonably practicable and in any event within statutory time-limits, which is one month in the case of requests for access to information.

10. Further information and guidance

Please contact us on ptfa@st-gregorys.org.uk if you have any questions about this Notice or the information we hold about you.

The PTFA will update this Notice from time to time, and any substantial changes that affect how we use your personal data will be notified on St Gregory's website and to you directly as far as is possible.

If you have a concern about the way we are collecting or using your personal information please raise your concern with us in the first instance. Alternatively you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns>.

You can also read more about GDPR on the Information Commissioner's Office (ICO) website <https://ico.org.uk>.