

Old Dalby CofE Primary School PTA Data Retention, Protection and Data Privacy Policy

Old Dalby CofE Primary School PTA may on occasion ask you for personal information. Your privacy is important to us and we are committed to protecting your personal data and respecting your privacy. We will only retain personal data if necessary; this will depend on the reason we have for collecting your personal data as outlined below. Again, dependant on the reason for collecting your data, we may need to retain it for legal, accounting or reporting requirements. This Data Retention, Protection and Data Privacy Policy explains what personal data we collect from you and how we use it. We encourage you to read the summaries below.

This Data Retention, Protection and Data Privacy Policy may be updated from time to time, and the new copy of the document will be posted on Old Dalby School's website.

How do we collect information from you?

We may ask for information to be completed on registration for, including but not limited to, example, PTA events, online order forms, to facilitate payment, Old Dalby CofE Primary School PTA promoted lotteries and raffles and to register you to use our card payment machine.

If you volunteer for an event, we request information so that we can communicate with you leading up to and during the event. We may use your personal information to register you, for example, as a 'staff' member to use our card payment machine.

If you are a member of the PTA., we will request information from you to keep our member records up to date and to support the day-to-day running of the PTA., including but not limited to, using your personal details to register you as a 'staff' member to use our card payment machine.

The PTA understands that recording images of identifiable individuals constitutes as processing personal information. If the PTA wish to record any images falling in this category, it will be done in line with data protection principles. Your permission to use photographs of you is requested as part of the PTA Registration process. It is not envisaged that the PTA will take photographs of any persons not a current member of the PTA committee.

What type of information is collected?

The type of information collected may include, but is not limited to, pupil details such as name and class; name and contact number of parent / carer (for an event where you do not accompany your child); name and contact details, and proof of age evidence, for PTA promoted lotteries and raffles; your name and contact details if you volunteer to help at an event.

If you are an active member of the PTA., we will collect details to facilitate the day-to-day running of the PTA including, but not limited to, your name, email address and contact telephone number. Bank account details will be requested if required.

We will also require personal details from our Charity trustees for registering with the Charity Commission.

The only personal data held about you is that received from you, unless you have specifically given us permission to obtain/pass your data from/to a 3rd Party (e.g; receiving confirmation from Old Dalby CofE Primary School that a DBS check is complete, information received from Old Dalby CofE Primary School regarding a PTA event paid for using Old Dalby CofE Primary School's Management Information System – currently Arbor or online payment using iZettle).

Photographs identifying individuals who are committee members or trustees of the PTA may be taken to promote the PTA and/or the events organised by us. The PTA will always advise what any photographs will be used for and will gain the permission of individuals before using them.

How do we use your information?

In general, the PTA will only use your personal data for administration purposes. Event attendee and volunteer information will be used, for example, in the planning of events, including remote payment to attend an event, (e.g., creation of a list of people registered to attend a PTA event or volunteers offering to assist in running an event). Personal details for Old Dalby CofE Primary School PTA promoted lotteries and raffles will be used to facilitate the running of the lottery or raffles (e.g., number allocation and to contact prize winners). A record is held to evidence our proof of age checks for Old Dalby CofE Primary School PTA promoted lotteries and raffles. Personal details for PTA Committee members will be used to support day-to-day running of the committee.

Data is not sent to any other organisation without your express permission.

Who has access to your information?

The information will only be shared with the organisers of an event for the purposes of running the event. Information regarding Old Dalby CofE Primary School promoted lotteries and raffles is only shared with our dedicated Old Dalby CofE Primary School PTA lottery and raffle administrators. PTA Committee members' information is only shared with PTA committee members, where relevant (e.g., contact details).

Photographs identifying individuals who are committee members or trustees of the PTA may be posted on Old Dalby CofE Primary School's website or social media pages, Old Dalby CofE Primary School PTA's social media pages as well as any other form of promotion deemed suitable by the PTA including, but not limited to, event posters and reports in the school newsletter.

How do we store your personal data?

Any event registration forms will be used by the PTA for the purpose of creating a list of attendees and in some cases for issuing of tickets. Details held digitally will be securely stored on the PTA Hub on Old Dalby CofE Primary School's SharePoint site. The PTA Hub has restricted access to named persons only. Any paper copies of documents are scanned and saved as PDF files on the PTA Hub on Old Dalby CofE Primary School's SharePoint site. Any paper copies are either securely destroyed once scanned and saved digitally or they are held in a locked cabinet on Old Dalby CofE Primary School's premises. Details such as emergency contact details for pupils will be retrieved and made available at each event where parents are not present. Old Dalby CofE Primary School PTA promoted lottery and raffle information is separately managed and stored as is PTA committee member information.

How long do we retain the information & how is it disposed of?

For events, both paper copies and electronic copies will be destroyed within 1 week of the event [papers copies will be shredded, and electronic copies permanently deleted]. Old Dalby School 50:50 Club and PTA Committee member information will be retained for the duration of an individual's membership. Once membership has lapsed all personal details retained for that purpose will be deleted from our records. They will be destroyed within 1 week of the membership lapsing.

It is required that we retain financial records for six years, these would normally consist of the PTA's bank statements, other financial statements, cheque stubs, receipts etc

If you would like a copy of information, we hold on you, please email PTA@olddalbyschool.org.uk