

Old Dalby CofE Primary PTA **General Data Protection Regulation (GDPR) Statement**

GDPR is a regulation that came into force on 25th May 2018. The regulation has the purpose to protect personal information.

As a small charity, the PTA must comply with GDPR. We have produced a Data Retention, Protection and Data Privacy Policy which is held on the PTA page of the school website.

The policy details the personal information that we may from time to time request from you, how we will collect that information, how we use the information, who has access to the information, how long we will retain the information and how we dispose of the information.

Under the regulation we are not permitted to target communications to specific individuals using personal information without your consent.

We are permitted to send home in book bags / via parent mail general PTA information and invitations for events as we are not using personal information to do this.

For some events we may request that you provide personal information to us. As an example, we may request parent emergency contact details for a film night. In these instances, we will clearly state why we need the information, who will have access to this information and how we will dispose of the information after the event.

Personal records we hold (e.g. 50:50 Club registration forms and proof of age checks) are stored securely online using Old Dalby Primary School's IT document management system and paper records are stored securely in a locked cabinet at Old Dalby CofE Primary School. An annual audit will be carried out to ensure that we are fully compliant with GDPR.

PTA Facebook and Instagram groups: anyone joining the open group will do so on the understanding that they may receive targeted communications such as requests for support at events.

PTA trustees and PTA non trustee members and volunteers: Individuals who attend committee meetings and volunteers who support events are required to confirm that they understand the rules of GDPR and will handle any personal data correctly.