



# Privacy Statement

Version 2 – 19/09/2019

Ralph Butterfield Primary School PTA is committed to protecting the privacy and security of your personal information. This Privacy Statement describes how we collect and use personal information about you/ your child for PTA events or activities, and how long it will be retained for, in accordance with the General Data Protection Regulation (GDPR).

Ralph Butterfield Primary School PTA is a 'data controller'. This means that we are responsible for deciding how we hold and use personal information about you. It is important that you read this notice, so you are aware of how and why we are using such information.

Ralph Butterfield Primary School PTA may change this statement from time to time.

## What we collect?

We only collect basic personal information about you/your child(ren), which does not include any 'special categories' of sensitive information. This may include name, email address, phone number, child's class name etc.

## How we collect your personal information?

We collect personal information by direct interactions, for example, you give us personal information by filling in forms to join the PTA, adding your child's name and class to a Disco attendance list or corresponding with us by post, telephone, email to volunteer for an event.

## Why we need your personal information?

We need to know your/your children's basic personal information to allow you/your children to participate in certain events and/or to keep you informed about our activities. We will not collect any personal data from you that we do not need.

If you are/ want to be a PTA committee member we will use basic personal information (name, mobile number and email address) to keep you informed of events, assist in planning, running events and encouraging new members to join.

## What we do with the personal information gathered?

All the personal data we process is kept securely. We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. More information on this framework (Data Retention Schedule) can be provided upon request.

## Data sharing

We will not share your personal information with third parties without consent (e.g. Class Fundraising for Christmas cards), where there is a legitimate interest. We will not sell your information to any third parties. The third-party service providers are required to have their own privacy policy and security measures to protect your personal information.

## How long we keep it?

Most personal information you provide will be kept for no longer than necessary – predominately destroyed securely and immediately after the event e.g. Disco / Film night attendance list or within 2

weeks e.g. Raffle tickets (name and contact details). The contact information that we use for keeping you informed of our activities will be kept until you notify us that you no longer wish to receive this information, via the PTA email address. More information on our Data Retention Schedule can be provided on request.

**Security and right to data access**

We shall ensure that personal information is stored securely and is kept-up to date. Access to personal data shall be limited to personnel who need access and appropriate security in place to avoid unauthorised sharing of information.

For details on what information the PTA holds on you, or to request that personal data be deleted, or if you wish to make a complaint regarding the collection and/or use of your personal information, please email the PTA email address.

*The Committee, Ralph Butterfield Primary School PTA,*  
Email: [ralphbutterfield.pta@gmail.com](mailto:ralphbutterfield.pta@gmail.com)