

Stoborough Primary School

General Data Protection Regulations

GDPR

June 2018

Introduction

The new GDPR regulations come into force on the 25th May 2018 and all entities that collect data in any form must comply with the new regulations.

This is the data protection policy of Stoborough CE VA Primary School PTFA and forms part of the broader framework of PTFA governing policies, codes and regulations which also affiliate with the school's own policies.

This policy became operational on 25th May 2018

The review date will be 25th May 2019.

Introduction

Stoborough Primary School PTFA sometimes needs to gather and use certain information about individuals, businesses and suppliers.

This policy describes how this personal data must be collected, handled stored and deleted to meet new data protection standards to comply with the law. The principles we apply are: -

- Lawfulness
- Fairness
- Transparency
- Purpose limitations
- Data minimisation
- Accuracy
- Storage Limitations
- Integrity and confidentiality

What are the activities?

PTFA events such as the Christmas Fayre, Summer Fete, Mothers/Father's Day shops, book Fayres, Quiz, Bingo and Film nights, yearly school calendar and all other PTFA events and fundraising.

Whose data and what data do we need?

This may include: Children's names and class, parent or carers telephone numbers, email addresses of PTFA members, event suppliers, businesses, and other people the PTFA has a relationship with or may need to contact.

Why do we need this data?

We need this information so we can actively manage events, book suppliers and pay them, and contact our volunteers with up-dates on events, keep our sponsors informed and organise children for the mother's/Father's Day shops.

How long will we keep this data?

Volunteers' details will be kept until a week after an event has finished. Suppliers' financial details will be kept 30 days after the event has finished; name and contact details for one year, for future bookings.

How will data be destroyed?

The data will be electronically deleted and paper shredded or burned.

How Do You Unsubscribe?

All parents and carers automatically become members of the school PTFA by having a child attending the school. The PTFA sends all correspondence via the school through parent mail therefore no data is stored or collected for this purpose by the PTFA. If you wish to unsubscribe from PTFA news via school you must do so in writing to the school requesting that you be removed from the PTFA news mail list. If you have given verbal consent for us to have your telephone number or email address for an event run by the PTFA you can verbally request that information is withdrawn, this will be noted on our records.

Policy prepared by:

Joanne Gratton

Stoborough Primary school PTFA Secretary.

Approved by the PTFA committee

June 22nd 2018