

## **EDENBRIDGE PRIMARY SCHOOL PTFA Privacy Policy**

### **Who are we?**

We are the Parent Teacher & Friends Association (PTFA) at Edenbridge Primary School. As a parent/carer of a pupil or someone recognised by the Committee as a friend of the school you are automatically a member of the PTFA. Like all PTFAs, we organise social events for parents and pupils and raise funds for the school.

EPS parents/carers are automatically members of the PTFA. Under the terms of the General Data Protection Regulations (GDPR) introduced in May 2018, we have a 'legitimate interest' in collecting, using and storing your personal data so that we can help improve communication between members, and assist with the communication of news and the organisation of social and fundraising activities.

We recognise that all personal data we collect, use and store must be kept securely and destroyed as soon as it is no longer required and we adhere to the GDPR requirements taking effect from May 2018.

### **How do we collect information and what information do we keep about you?**

When you complete PTFA forms or contact us, we may record your personal information (your child's name, class, your name, email address, your phone number).

If you register with PTA Events, the EPS PTFA administrators will have access to the personal information that you inputted into the platform. We download event attendance lists from this platform (names, email addresses, telephone numbers, and any event specific information, including dietary requirements). When we do this, we make sure that the documents are password protected and only shared on a need to know basis with the school and those organising the event. All paper and electronic files downloaded are destroyed/deleted after each event.

We have reviewed the data protection policies of this organisation but it is worth looking at its privacy notices too if you intend to sign up/have already signed up.

### **How will your information be used?**

We will contact you, via the School's Take home system about upcoming events, Committee meetings, volunteering at specific events and other requests for help and support. We may also email you via the PTFA's email account which is password protected (edenbridgeptfa@gmail.com). If you sign up to PTA Events we will also use this channel to contact you

### **Who do we share your information with?**

No data held on members will be passed on to third parties outside of the Committee/PTFA organising group and will only be shared on a need-to-know basis.

### **Is your personal information secure?**

We have procedures in place to keep your information secure. The data you share with us will be stored in electronic files on a password protected computer. All paper copies of forms will be stored securely and shredded once no longer needed.

### **How long will we hold your personal information?**

Data will be deleted when no longer required either because the member's child has left the school or because the member has asked to be removed from our files. We will regularly review the data we hold to ensure we are not holding on to data that we do not need.

### **How do you access, make corrections or remove your personal information?**

You have a right to object to our 'legitimate interest' claim and a right to be removed from our files at any time. You can also review your personal data or make corrections to the information

we have on you. All you have to do is email us at edenbridgeptfa@gmail.com

**Who will oversee the information collected?**

Core Committee members are responsible for the data the PTFA holds. This includes the Chair of the PTFA, the Secretary and the Treasurer

**How you can contact us**

If you would like to have your data removed from our files or if you would like to manage how we contact you, please email [edenbridgeptfa@gmail.com](mailto:edenbridgeptfa@gmail.com) at any time

**Changes to our Privacy Policy** We will regularly review our privacy policy in the light of any changes in the law and if any amendments are required, the Privacy Policy will be updated and added to the PTFA section on the school website.