

Cathedral Primary School PTA Privacy Policy

Cathedral Primary School PTA (“we”, “us”, or “our”) are committed to respecting and protecting your privacy. This privacy policy (the “Policy”) sets out how we will collect, store and use any personal data you provide to us via email, social media, or when you, or third parties (such as the school or fellow parents/carers) who hold your data, otherwise communicate with us.

Our details:

Data Controller: Cathedral Primary School PTA (charity number: 1157457)

Our registered address is: Cathedral Primary School, College Square, Bristol, BS1 5TS

Our objectives are to foster, build and support a community across the parents and teachers of Cathedral Primary School (the “School”), and to raise funds to make donations to support the work of the School and to enrich the education, development and experiences of the pupils of the School.

To meet these objectives, we carry out a number of activities, some of which may involve the collection, storing and processing of personal information.

This Policy may change from time to time and, if it does, the up-to-date version will always be available on the PTA section of the school website and becomes effective immediately.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

1) What information do we collect?

We may collect and process the following information:

- a) Your name and contact information, including telephone number(s) and email address;
- b) Your child or children’s name and year/class;
- c) Photograph(s) of you for contact lists;
- d) Your bank account details for any payment due to or from us;
- e) Any other information relevant to events/activities that we provide or you engage in on our behalf;
- f) Any other information required by us to comply with a regulatory or legal obligation.

2) How do we collect your information?

We may collect your information through the following means:

- a) When you become a PTA role holder e.g. Committee member or class rep;
- b) When you sign up to become a volunteer for an event or activity co-ordinated by the PTA;
- c) By completing a PTA volunteer form;
- d) When you join our Facebook page, CPS PTA;
- e) If you place an order for a product to be supplied by the PTA e.g. Christmas cards, Christmas trees etc.;
- f) When you attend or participate in a PTA event;
- g) When you contact us via email, Facebook or otherwise;
- h) By entering into a raffle, competition, promotion or survey.

3) How will we use the information we collect?

We may use your information for the following purposes:

- a) To communicate the details of upcoming PTA meetings, events, activities and information about the PTA to you;
- b) To communicate and engage with you (and other parents/carers) in group messages set up (on either WhatsApp, Facebook Messenger, phone or email) for the purpose of facilitating PTA events and/or activities;

- c) To respond to any enquiry you may submit to us either face to face or via email, social media (including Facebook, WhatsApp and Facebook Messenger), via the school or on text message to a committee member;
- d) From time to time notify you of any member benefits, third party discounts and fundraising opportunities or initiatives through or by third parties that may benefit either you, the pupils, the school or PTA;
- e) To share opportunities with you (or your business) to sponsor or provide a service for a PTA organised event, activity or product;
- f) To keep a record of your response(s) to our volunteer forms;
- g) To notify you of the results of any raffle, competition, promotion or survey;
- h) To process and administer your order for any product supplied or arranged by us, including management of any payments to or from us;
- i) To manage our relationship with you, which will include notifying you of the AGM, meetings, changes to any policies etc.;
- j) To administer and protect the PTA, including ensuring compliance with any legal or regulatory obligations that we may be subject to.

4) Legal grounds for processing your information

We will rely on the following legal bases under the General Data Protection Regulation for processing your personal data:

a) **Performance of, or entry into, a contract with you.** The personal data that we are required to collect in order to comply with any legal and regulatory obligations which apply to us must be provided to us in order for us to perform this contract – we would not be able to contract with you without this personal data.

b) **Necessary to comply with a legal obligation to which we are subject.**

c) **We have a legitimate interest** (and where our legitimate interests are not overridden by your own interests or fundamental rights or freedoms). These legitimate interests will include our interests in managing our relationship with you and running the PTA; the provision of and administering of events, activities and products of the PTA; to grow and develop the PTA and the services it offers/provides and to ensure compliance with any applicable policies, practices or procedures.

5) Sharing your information

We may share your details with selected third parties to facilitate and message the objectives and activities of the PTA.

These third parties may include: the School, other parents and carers of the school/members of the PTA; service providers and organisations that help us to perform PTA related activity, and third parties instructed to enable us to fulfil any of our legal or contractual obligations to you or otherwise (e.g. our bank, card payment provider, our insurers, HMRC, the Charity Commission etc.). We may also share your data with any third party you ask us to.

If we share your information with third parties they will process your information as either a data controller or as our data processor and this will depend on the purposes of our sharing your personal data.

6) Storing and retention of your data

We will only keep your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Unfortunately, no electronic communication over the Internet can be guaranteed to be 100% secure. While we endeavour to protect your information, we cannot guarantee the security of any information that you provide and you do so at your own risk.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

7) Transfers outside of the EEA

Some of our external third parties may be based outside the European Economic Area (EEA) so their processing of your personal data will involve a transfer of data outside the EEA e.g. we use DropBox to store any documents related to the PTA and PTA activity/events which will include your details for the same purpose.

If we do share your data with a recipient outside of the EEA we will ensure we do so in compliance with applicable data protection legislation and seek to incorporate appropriate contract provisions.

8) Your information rights

Under certain circumstances, you have rights under data protection laws in relation to your personal data. These are the right to access your personal data, the right to request rectification and erasure of your personal data and to request restriction of, and to otherwise object to, our processing of your personal data and the right to withdraw consent.

For further information about your rights, please visit the Information Commissioner's Office website at www.ico.org.uk. If you wish to exercise any of the rights set out above, please contact us on cathedralprimaryschoolpta@gmail.com.

9) Contact

Please contact us on cathedralprimaryschoolpta@gmail.com if you have any questions about this Policy or information we hold about you.

Date: 25 May 2018