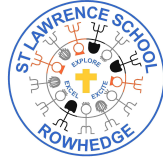


# St Lawrence PTA Volunteer Form



St Lawrence School PTA is a registered charity dedicated to raising money to pay for 'educational enhancements' for the children. We do this by holding a selection of events for children, their families and the local community throughout the year.

Name:	
Address:	
Post code:	
Mobile No:	
Email:	

**By filling in this form you are agreeing to the following:**

I am happy for my data to be stored for the sole use of St Lawrence PTA. I am happy for my information to be held on the PTA Secretary's computer in a password protected files. I am also happy to be contacted via email or via mobile (calls and messages) from members of the PTA.

Signed:	
Printed Name:	
Date:	

*Your information will be removed once you leave the PTA Volunteer Group.*

# St Lawrence PTA Privacy Policy

- 1. What is the purpose of this document?**

St Lawrence PTA is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are a member of the PTA committee. It makes you aware of how and why your personal data will be used. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).
- 2. Data protection principles**

We will comply with data protection law and principles, which means that your data will be:

  - Used lawfully, fairly and in a transparent way.
  - Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
  - Relevant to the purposes we have told you about and limited only to those purposes.
  - Accurate and kept up to date.
  - Kept only as long as necessary for the purposes we have told you about.
  - Kept securely.
- 3. The kind of information we hold about you**

In connection with you joining the committee, we will collect, store, and use the following categories of personal information about you:

  - The information you have provided the PTA Secretary, including name, title, address, telephone number and personal email address.
- 4. How we will use information about you**

We will use the personal information we collect about you to communicate with you about PTA committee events and meeting information.
- 5. Data sharing**

**Why might you share my personal information with third parties?**

We will only share your personal information with the following third parties for the purposes of updating committee member details as per requirements: [The Charity Commission]. All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.
- 6. Data security**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to the PTA Officers and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.
- 7. Data retention**

**How long will you use my information for?**

We will only retain your personal information 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. The PTA works under the St Lawrence C of E Primary School's Data Retention Policy. This policy is available by contacting the Chairperson of the PTA.
- 8. Rights of access, correction, erasure, and restriction**

**Your rights in connection with personal information**

Under certain circumstances, by law you have the right to:

  - **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
  - **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
  - **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
  - **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
  - **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
  - **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the PTA Chairperson in writing.
- 9. Right to withdraw consent**

When you joined the PTA, you provided consent to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact the PTA Chairperson. Once we have received notification that you have withdrawn your consent, we will no longer contact you and, subject to our retention policy, we will dispose of your personal data securely.