

## **Moorlands Schools Federation PTA Privacy Notice**

Although Moorlands Schools Federation PTA works very closely with the school, we are a separate organisation, and so under the General Data Protection Regulation (GDPR) we need to provide you with certain details concerning how the PTA uses and protects your and your child/ren's personal data ("your personal data"). Below is a summary of how we'll do this.

### Name of data controller

Moorlands Schools Federation PTA

### Categories of personal data we regularly collect

- Name/s of your child/ren
- Class name/s of your child/ren
- Your email address
- Your phone number
- Special requirements such as your child/ren's dietary needs

### Our sources of personal data

Personal data is obtained from you, the parent/carer, registering your child/ren for a PTA event or agreeing to be contacted by us.

### Purposes for which we'll process personal data

- Administering bookings and attendance at PTA events
- Dealing with dietary/medical needs of your child/ren
- Contacting you in case of event amendments/cancellations or a query with your booking
- Reimbursing you in respect of any expenses you incur in connection with a PTA event
- Dealing with queries/issues raised with the PTA
- Contacting you with information about PTA events and requests for your help with these (depending on your contact preferences)

### Who we will disclose your personal data to

- Save as set out below, your personal data will only be disclosed to PTA committee members and/or other PTA members, and only insofar as is necessary.
- We will not disclose your personal data to any third parties unless this is expressly stated on the booking form/s for any event or activity where we will need to do this.
- We will ask for your consent to share your data with any third parties – and explain why we need to do this – on the relevant booking form/s.

### The legal basis for processing your personal data

- For effectively running PTA events, where we need to know attendance numbers in advance and who has paid for tickets: that is necessary to fulfil the contract that you are going to enter into or have entered into with us.
- For dealing with dietary/medical needs of your child/ren at a PTA event: that is necessary to protect your child/ren's vital interests.
- For contacting you either with information about PTA events or requests for help: that you have given your consent.
- In all other cases: that it is necessary for our legitimate interests, which are to run an effective and successful PTA, and does not prejudice or harm rights and freedoms of parents / carers or children at the school.

### Your right to withdraw consent

Where you have given your consent to any processing of personal data, you have the right to withdraw that consent at any time. If you do, it will not affect the lawfulness of any processing for which we had consent prior to your withdrawing it.

### Location of your personal data

Paper documents will be kept securely in the school office until such time as they are no longer needed. Electronic data will be stored on a password-protected cloud-based server and deleted at the end of each academic year.

### How long will we keep your personal data

- Personal data submitted for a particular event will be securely destroyed – ordinarily within 28 days after the event has been held unless we have a special reason for holding on to it for longer, in which case it will be destroyed as soon as it is no longer necessary to retain it.
- If you consent to receiving emails directly from the PTA, we will retain your name, email address and any other personal data. Please notify us by email if you no longer wish to receive such emails and/or if your child/ren have left the school, and we will remove you from the list and destroy your data.

### Your rights in respect of your personal data

You have the right of access to your personal data and, in some cases, to require us to restrict, erase or rectify it or to object to our processing it, and the right of data portability.

### Our contact details

- Post: Moorlands Schools Federation PTA, c/o Moorlands Schools Federation, Chantry Mead Road, Bath, BA2 2DE
- Email: moorlandsschoolpta@gmail.com
- Phone: 01225 421912

### Complaints and questions

If you have any concerns about how we are handling your data you can get in touch at any time using our contact details above. You can also contact the Information Commissioner's Office. A separate letter from the school will have asked for your consent to receive emails from the school containing marketing materials from the PTA (such as letters advertising upcoming events).