



## **Privacy Notice October 2019**

This is our privacy policy. It tells you how we collect and process data which will include personal data from parents and pupils at Red Hill Primary School and third parties who we deal with. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. We are committed to ensuring that your privacy is protected.

If you have any comments on this privacy policy or there is something you don't understand, please email us at [friendsofredhill@live.co.uk](mailto:friendsofredhill@live.co.uk). You can also contact the Information Commissioners Office ([www.ico.org.uk](http://www.ico.org.uk)).

### **Who we are**

We are the Friends of Red Hill and are the PTA for the Red Hill Primary School in Chislehurst, Kent. We run a variety of events to raise money to help support the School and its pupils and at times this will require us to collect personal data.

We are a "data controller" for the purposes of GDPR which means that we will decide how your personal data is processed and for what purposes.

### **What we may collect**

We may collect and process the following personal data in relation to pupils and parents:

- Pupil personal information (such as name, address, age/date of birth and class)
- Parent/Carer personal information (such as name, address, email and telephone number)
- Class teacher and year information
- Dietary and medical information
- Parental/Carer consent (e.g. for attendance at events)

We may also collect the following information about third parties we deal with:

- Personal information of companies/individuals who supply services to us (e.g. donations of raffle prizes, suppliers at events, stall holders at fairs) – information will include names, addresses, email, telephone number and bank account details for payments.

We will not collect any special categories of personal data from you.

All personal information for parents and pupils is provided directly from the parent/carers and never from the school.

### **Lawful basis on which we collect and use this information**

Under GDPR we will ensure that your personal data is processed lawfully, fairly, and transparently, without adversely affecting your rights. We will only process your personal data if at least one of 6 lawful bases detailed in GDPR apply and the most common we will use are:-

- processing is necessary for the performance of a contract to which you are a party or in order to take steps at the request of you prior to entering into a contract; and
- processing is necessary for the purposes of the legitimate interests pursued by us or by a third party, except where such interests are overridden by the fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

### **How we use what we collect**

We use information we collect from you to:

- Organise PTA events;
- To communicate with you about PTA events and activities
- To provide information to the PTA Committee
- To keep pupils safe and healthy at PTA events

### **Where we store your data**

We hold personal information on computer drives and cloud-based password protected computer systems, as well as on paper. Some personal information may be sent via email if required for a particular event.

By giving us your personal data, you agree to this arrangement. We will do what we reasonably can to keep your data secure.

We only keep your personal data for as long as we need to in order to use it as described above, and/or for as long as we have your permission to keep it. In any event, we will conduct a regular review to ascertain whether we need to keep your personal data. Your personal data will be deleted if we no longer need it.

### **Sharing your personal information**

We will only share your personal information with organisations/persons if it is required to allow us to provide the services we offer.

Personal data held by the PTA may be shared with others where required by law.

### **Your rights**

Under the GDPR, you have the right to:

- request access to, deletion of or correction of, your personal data held by us at no cost to you;
- request that your personal data be transferred to another person (data portability);
- be informed of what data processing is taking place;
- restrict processing;
- to object to processing of your personal data; and
- complain to a supervisory authority.

To enforce any of the foregoing rights or if you have any other questions about our Privacy Notice, please contact us at [friendsofredhill@live.co.uk](mailto:friendsofredhill@live.co.uk).