



PTA Privacy Notice

As you may be aware, the General Data Protection Regulation came into force from 25th May 2018.

As we are technically a separate organisation from the school, the Parent Teacher Friends Association (PTFA) also needs to act to ensure that it is compliant with the data protection laws.

The PTFA collects and uses some personal data, mainly in order to communicate with parents and carers who sign up for PTFA led initiatives. We're not changing how we use or collect information, but we want to take this opportunity to clarify how and why we store and process data, and your rights under the GDPR.

What personal data does the PTFA collect, and why

We collect, use and store data when a parent signs up for any of the following:

PTFA Volunteers

Parents/carers can sign up to support at PTFA events via our form where we collect:

- Parent/carers name that is volunteering
- Contact details (phone/email) – so we can make contact when support it needed

PTA Events

Some events will require attendees to pay for tickets. To process this data we use www.littleboxoffice.co.uk. The PTFA do not hold this information.

We may however require information for some events:

- Parent name
- Student name
- Contact details
- Medical details
- Details of allergies

We will delete this data once the event is over.

We also might take photos and videos during PTFA events. Data subjects will be made clear that this is happening and cleared with Springwood High School.

Please note, we communicate upcoming events and meetings to parents/carers via the Springwood High school newsletter, PTFA Mail system and Social media. (Facebook and Twitter)

On what basis do we collect and use personal data?

We only collect: store and use data that we have gained through consent. Parents/carers can fill out the relevant forms to indicate their consent to the relevant processing.

Managing and storing data

We will ensure all data that you give us is kept securely and restricted to those with a 'need to know'. We are committed to protecting information about you and your children.

Sharing data

We will never share personal data to a third party without consent.

Accessing your data

If you want to find out what data we hold about you, please contact the PTFA PTFA@springwoodhighschool.co.uk. We are happy to share it with you at any time and you can also ask us to delete your data from our records at any time.

We will delete these details at the end of the academic year.

More information

You can also read more about GDPR on the Information Commissioner's Office (ICO) website <https://ico.org.uk>. You have the right to complain to the ICO if you are concerned about how an organisation is handling your data.