

## PTA Privacy Notice - GDPR

### Privacy Notice for the LEA SCHOOL ASSOCIATION

The Lea School Association is the PTA of The Lea Primary School & Nursery. It is a registered charity. The LSA organises events and raises funds for the school as well as promoting the strong sense community that exists between parents, children and staff.

#### Our details

Data Controller: Lea School Association (charity number: 1023309)  
 Our registered address is: The Lea Primary School & Nursery, Moorland Road, Harpenden, AL5 4LE  
 Email: [leaschoolpta@hotmail.com](mailto:leaschoolpta@hotmail.com)

This privacy notice explains how we collect, store and use personal data.

Type of Information	Purpose of Processing	Lawful Basis for Processing	Legitimate Interest Assessment	Retention	Access Required By	Where is it Stored
Committee members contact details - name, telephone, email	To ensure the effective running of the committee	Consent	Yes, it is legitimate	Reviewed each AGM	Committee members	Secretary's secured personal computer
List of parent volunteers - name, telephone, email	To communicate with a specific group of volunteers who opt in to help the PTA with specific activities	Consent	Yes, it is legitimate	Volunteers opt in to be on the PTA Distribution List. Volunteers can opt out at any time by replying to one of the emails or emailing Secretary at <a href="mailto:leaschoolpta@hotmail.co.uk">leaschoolpta@hotmail.co.uk</a> Once opted out the details are deleted immediately.	Secretary	Secretary's secured personal computer
Class rep details - name, telephone, email, class	To forward on relevant PTA information (upcoming events, etc.)	Consent	Yes, it is legitimate	Parents who volunteer to be the current Class Rep opt in to be on the PTA's Class Rep Distribution List.*	Committee members	Secretary's secured personal computer
Contact details on competition forms e.g. raffle tickets	To contact winners of events	Legitimate interest	Yes, it is legitimate	Destroyed once the event is complete and the winners notified	Nominated lead for the event	Paper copies held by nominated lead or Secretary's personal computer
Details of monetary donations - name, amount, post code	To know the source of our donations in order to claim gift aid and administer the donation	Consent, Legal Obligation	Yes, it is legitimate	Donors consent to register with Virgin Money Giving when making a donation. ( <a href="https://uk.virginmoneygiving.com/giving/terms/privacy-policy.jsp">https://uk.virginmoneygiving.com/giving/terms/privacy-policy.jsp</a> )	Treasurer	Virgin Money Giving's secured servers

\* Note: The parent contact details for each class are stored and updated by the relevant Class Rep. Parents opt in to be on the distribution list and they can opt out at any time by contacting the Class Rep. The PTA does not have access to this information.

## ***How do we collect data?***

We only collect personal data that we need for a specific purpose, mainly in order to communicate with parents and carers. We do not collect data 'in case' we might need it. We only hold data for the time that is required and regularly check that it is still required.

We will make it clear why we are collecting someone's data what we are asking them to consent to and how they can withdraw their consent.

Our Privacy statement is available through the school website. We communicate directly with volunteers and never ask the school for individual personal information.

To be clear, the school may send messages from the PTA to the whole school community, but the PTA does not hold this contact information - it is all managed by the school office. We may ask the Class Reps to forward on PTA information to their Class Distribution Lists, but the PTA does not hold the class list contact information.

## ***What personal data does the PTA collect?***

The PTA may collect personal data that you have chosen to share directly with us. Personal data is information that identifies you as an individual and can include:

- your name
- your contact information, such as telephone number and email address
- family details
- your child's name and class
- information about attendance at events, including ticket purchases
- financial information such as bank details where required to make payment for an event or service, or donation details in order to claim gift aid
- images, audio or video recordings taken at events (provided they adhere to The Lea's policy on Photographic Consent)

We won't collect any more information than we need, and we will get rid of it once its purpose has been served. We make sure we have up-to-date information at the start of every school year, via the class reps and the AGM.

## ***How and why the PTA uses personal data?***

We collect the personal data described above in order to:

- ensure the effective running of the committee
- communicate the details of upcoming PTA meetings, events, activities and information about the PTA to you
- communicate with a specific group of volunteers who opt in to help the PTA with specific activities
- 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
- Corresponding with you in response to an enquiry you have made to us
- share opportunities with you (or your business) to sponsor or provide a service for a PTA organised event, activity or product
- keep a record of your response(s) to our volunteer forms
- notify you of the results of any raffle, competition, promotion or survey
- process and administer your order for any product supplied or arranged by us, including management of any payments to or from us
- manage our relationship with you, which will include notifying you of the AGM, meetings, changes to any policies etc.
- administer and protect the PTA, including ensuring compliance with any legal or regulatory obligations that we may be subject to incl. knowing the source of monetary donations in order to claim gift aid and administer the donation

Information that is essential to protect the vital interests of the person, for example regarding a life-threatening allergy or medical condition, may be required by the PTA for the purposes of running an event. We will always ask for consent to hold this data.

## ***On what basis do we collect and use personal data?***

We collect and use personal data on the basis of:

- Consent - where the parent/carer has given specific permission (e.g. to be on relevant distribution lists)
- Legitimate Interest - this includes 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 (incl. prize winners); to grow and develop the PTA and the services it offers/provides and to ensure compliance with any applicable policies, practices or procedures
- Legal Obligation - as a registered charity the PTA has legal obligation to send its committee members' details to the Charity Commission; financial transactions may be kept for tax law reasons or Gift Aid purposes
- We may also process data to perform a contractual obligation with you as a PTA supplier or sponsor.

## ***Sharing data***

Where we offer you the option of using a third-party website such as Easy Fundraising and Virgin Money Giving, you choose to share your data with them in line with their own data protection policies which can be viewed on their websites.

For PTA products that are created by a third-party organisation such as Christmas cards and Leavers' hoodies we will share with these organisations the minimum information required in line with our contractual obligations.

We do not otherwise share or sell your personal data to any other organisation.

Personal data will be shared between PTA committee members where required for the purposes of running an event or activity such as a staffing rota, an event attendance list, or a planning meeting, where you have expressed interest in being involved. We may also share information with The Lea Primary where there is a legitimate interest in doing so.

You have the right to request that any out of date, inaccurate or irrelevant information is erased or corrected (subject to certain exemptions and limitations under data protection legislation). Please see below for how to contact us.

## ***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.

Data supplied to or held by the PTA will be stored securely in a password protected online secure file sharing system, which is compliant with data protection legislation. We do not transfer personal data outside of the European Economic Area unless it is lawful to do so under data protection legislation. Where committee members have access to personal data such as an email address or telephone number, they may store this on a personal device for as long as is necessary for a legitimate purpose before transferring the data to our secure storage system, or securely deleting the data, whichever is most appropriate.

The PTA will keep your personal data for as long as it is necessary for a legitimate purpose. Any kept data will be destroyed within 3 months of the related event or activity and at most kept for no longer than one academic year. A limited amount of information about payments may have to be kept to comply with tax and financial reporting law, usually for 6 years from the end of the current tax year.

## ***Your Rights***

Data protection legislation gives you several rights regarding your information:

- You have the right to withdraw consent, where given.
- You can ask what information we hold about you and be provided with a copy. We will also give you extra information such as why we use this information, where it came from and if it has been shared. You should be aware that the right of access is limited to your own personal data, and certain data is exempt from the right of access, including information which identifies other individuals.
- You can ask us to delete the information that we hold about you in certain circumstances, for example where we no longer need the information.
- In some cases, you can ask us to amend the personal data we hold, or have it transferred to others, or for the PTA to stop processing it - but subject to certain exemptions and limitations. We will sometimes have

compelling reasons to refuse specific requests to amend, delete or stop processing your personal data: for example, a legal requirement. All such requests will be considered on their own merits.

- You can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer.
- Our use of information about you may be restricted in some cases, for example if you tell us that the information is inaccurate, we can only use it for limited purposes while we check its accuracy.

### ***Accessing your data***

If you want to find out what data we hold about you or your child, please contact the Secretary at [leaschoolpta@hotmail.com](mailto:leaschoolpta@hotmail.com). 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 respond to any such written requests as soon as is reasonably practicable and in any event within statutory time-limits, which is one month in the case of requests for access to information.

### ***More information***

Please contact us on [leaschoolpta@hotmail.co.uk](mailto:leaschoolpta@hotmail.co.uk) if you have any questions about this Notice or the information we hold about you.

The PTA will update this Notice from time to time, and any substantial changes that affect how we use your personal data will be notified on The Lea Primary School's website and to you directly as far as is possible.

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.