

Our Lady and St Teresa's RC Primary School PTA Windmill Hill Cubbington CV32 7LN Email: ptaolst@yahoo.co.uk

Firstly, as you may already be aware, we are proud to say that we have issued school with a cheque for £700 from the proceeds of our Bus sales (topped up by the money raised at the February discos). This money is helping each class to reduce the staggering costs of transport when planning school trips, therefore bringing the overall costs down for parents. A BIG thank you for all those on our Bus and helping to support this cause!

Over the last few months we have been making sure that our processes comply with the recent introduction of GDPR. We therefore decided not to advertise our Bus winners for March, April and May. We want to be sure that we are fully compliant with data protection laws with regards to the personal data we hold for our Bus records. We therefore would like to introduce you to our new privacy policy.

## **OLST PTA Privacy and Data Protection Policy**

The privacy of your personal information is very important to OLST PTA. We will not sell or rent your personal information to any third party. This policy explains our information practices and the way that we use your information.

## HOW WE COLLECT DATA?

When you pay for a seat on our Bus, we collect contact information such as names, phone numbers and e-mail addresses for the sole purpose of notifying and distributing winnings.

#### HOW DO WE USE THIS DATA?

This information is needed to manage the Bus records on a yearly basis and will not be used or sold for any other purpose. At the end of each year all records for that year are destroyed and deleted in a responsible manner.

# WHO HAS ACCESS TO MY INFORMATION?

Only two members of the OLST PTA Committee team have access to your personal information which is held on a secure platform within a password protected document. OLST PTA have a legitimate interest to hold your information so that you are kept informed of the monthly draws should your number be drawn. OLST PTA will not use your data in ways which you would find intrusive or cause harm.

#### ACCESS TO YOUR INFORMATION

If you have any questions about our Privacy and Data Protection Policy or if you wish to update or remove any of your personal information, please contact the OLST PTA Chair Person by email at ptaolst@yahoo.co.uk

Policy Introduced: 15th May 2018 Review Date: 15th May 2019

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All our winners from March, April and May have been notified and have received their winnings. Starting from our June 2018 draw, we will be announcing our winning numbers only on our Facebook page.

We still have seats left on our Bus, if you would like to come on board we will be selling numbers for July through to December 2018 draws at our summer fair on 23rd June for £6, that's just £1 per month.

Thank you for your continued support.