

## **Talbot Primary PTA Data Security Policy**

To help improve communication between parents and to assist with the organisation of events, from time to time we collect, store and use personal information such as name and contact details. As the committee members and trustees of Talbot Primary PTA, it is our duty to comply with the Data Protection Act 1988.

The Data Protection Act is designed to protect personal data stored electronically or in an organised filing system. The Act controls the way information is handled and gives legal rights to the individual whose information is being stored. Personal data is defined as any data which relates to a living individual who can be identified from the data and includes any expression of opinion about the individual.

In compliance with the Data Protection Act we will ensure that:

- Personal data will be collected, stored securely and used fairly and lawfully
- When we collect personal information, we will either ask for consent to hold and use that data, or make people aware how we will use the information we collect and give them the option to 'opt out'
- We will only ask for information that is necessary and that we will use. Data we hold will be relevant to PTA matters and not be excessive
- Personal data will be accurate and up to date. We will ask parents/carers to let us know of any changes to the information (e.g. change of email address)
- Personal data will be stored securely
- Personal data will not be kept for longer than necessary
- Old records will be destroyed securely. Electronic records will be deleted and paper records will be disposed of confidentially

We will only use information given to us for its agreed purpose and will ask parent/carer consent before using it for anything else.

Parents/carers are entitled to see a copy of information we hold about them upon written request.