**PTA Privacy Policy - GDPR**

**Privacy Policy for Mary Exton School PTA**

Under data protection law, you have a right to be informed about how the PTA uses any personal data that we hold about you. When we're collecting your information we'll give you a ‘fair collection notice’ so you'll be reminded when we're using your personal data.

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

**The personal data we hold**

Personal data that we may collect, use, store and share:

* Names
* Email addresses
* Other contact information such as your postal address or telephone number

**Why we use this data**

We use this data to:

* Contact individuals for support and help at school fundraising events
* Compile a list of attendees and year group for school fundraising events
* Compile a list of emergency contact numbers for parents
* Contact winners of raffle and competition prizes
* To share PTA news and promote events

We don't share data with any third parties such as event sponsors.

**Our legal basis for using this data**

We only collect and use personal data when the law allows us to. Most commonly, we process it where:

* We need it to perform a fundraising event in the school’s interest
* We have consent to use it

Where we have consent to use personal data, this consent can be withdrawn at any time.

**Collecting this information**

While the majority of information we collect is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional.

**How we store this data**

We keep all electronic personal information in secure documents for the academic year it's collected in. If information is related to an event we will delete it after all necessary admin related to the event is complete. At the end of each academic year, data will be deleted from PTA files. Any paper based information, eg, lists of attendees at events and their contacts, will be stored securely and confidentially disposed of. If you want a copy of the information we hold on you please email pta@maryexton.herts.sch.uk