

## What is GDPR?

The General Data Protection Regulation (GDPR) (EU) 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union and replaces the Data Protection Act 1998. It comes into effect on 25<sup>th</sup> May 2018.

Please visit [www.ico.org.uk](http://www.ico.org.uk) for more detailed information.

## Why does the TSA need a GDPR policy?

All organisations that handle personal data are required to adhere to GDPR regulations.

The TSA GDPR Policy sets out the TSA will:

- Only collect information that is needed for a specific purpose;
- Keep it secure;
- Ensure it is relevant and up to date;
- Only hold information for as long as it is needed.

## What long term information will the TSA request and why?

Personal information is only gathered to keep parents informed of TSA events, news and to process orders. Parents who choose to sign up to the TSA website need to provide:

- Name and email address;
- Consent to send marketing emails and newsletters to keep parents informed about future news & events;
- Agree to terms of use

Parents may choose to provide a telephone number, child's name and class details for class

specific lists and set a date for their data to be purged e.g. child's graduation date.

The customer database will be reviewed annually and any accounts that have been inactive for a year or more will be deleted.

## What short term information will the TSA request and why?

Depending on the event, the TSA may request a combination of the following, but is not limited to:

- Parent's name and contact details – to register for an event, the distribution of tickets and to be kept up to date on any changes to the event.
- Child's name and class – to register for an event and the distribution of tickets.
- Other attendee's names – to register for an event
- Allergy, dietary or medical information – for health and safety reasons.

This information will be kept for up to 28 days post event for any follow up matters.

## What short term information will the TSA request to send to a 3<sup>rd</sup> party and why?

The TSA may offer fundraising initiatives from a 3<sup>rd</sup> party that allow orders to be placed in return for the TSA receiving a donation. Parents will be required to fill in an order form thereby giving the TSA permission to pass their information on to the 3<sup>rd</sup> party.

The information may consist of a combination of the following, but is not limited to:

- Parent's name, contact details and signature – to confirm the booking and allow contact with any order queries
- Child's name and class – to distribute items
- Address – for any items that require postal delivery
- Allergy, dietary or medical information – for health and safety reasons
- Credit card details – for payment

This information will be kept for up to 28 days post delivery in case of follow up matters.

Third parties will inform the TSA of how long they will keep the information and this will be made available to parents.

## How is the information stored?

All electronic personal data is securely stored and encrypted via the TSA website [www.thetunburyschoolassociation.com](http://www.thetunburyschoolassociation.com). The platform is provided by a third party, PTA Events, and covered by a fully GDPR compliant data processing agreement.

Any electronic information requiring transfer will be shared in a password protected file on Google Drive or via dedicated TSA email accounts.

All paper forms will be kept either in a lockable filing cabinet or a lockable file box.

## Who has access to the information?

On a day to day basis, only the TSA Chair, Vice Chair and Website Coordinator are authorised to access information. On occasion it will be necessary to

pass information on to other committee members. Reasons for this may include, but are not limited to, distributing tickets or items, confirming attendance, being made aware of any dietary, allergy or medical needs.

### **Why can't the TSA ask the school for some of this information?**

The TSA is a volunteer organisation, although we fundraise for Tunbury Primary School, the TSA is a separate body who are governed by the rules laid out in our constitution and by the legal body, The Charity Commission. Therefore, Tunbury Primary School cannot share any personal information with the TSA without obtaining permission beforehand. The TSA are also not permitted to share information with the school without prior permission.

### **What about Social Media?**

We will continue to post event and other general TSA information to our Facebook page (The Tunbury School Association) and Twitter account (@tunburysa). If you already follow or like our page or account, this means you have already opted in to view our posts in your feed. We do not initiate individual contact through Facebook or Twitter and never post personal or identifiable information or photos without prior permission. You can unfollow or unlike our accounts at any time.

### **What about flyers and newsletters in bookbags?**

Flyers and newsletters will still be placed in the children's book bags as they will not contain any personal information. However, any completed forms and orders must be returned to the office or a TSA collection point. Details will be provided on the flyer. Teachers are unable to pass orders and cash on to the TSA.

### **What do I need to do?**

In order to hear from the TSA via email, you need to sign up to the TSA website and opt in to marketing and newsletters. All existing customers will be contacted prior to 25<sup>th</sup> May 2018 and asked to agree to the terms of use and either opt in or out of marketing emails. If we do not hear back from you your account will be deleted.

### **What if I have any questions?**

If you have any questions relating to the PSA GDPR Policy or the website terms of use and privacy policy, please contact [support@thetunburyschoolassociation.com](mailto:support@thetunburyschoolassociation.com)

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Registered Charity: 1005560

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TUNBURY SCHOOL  
ASSOCIATION

# GDPR Policy

May 2018

The TSA is a volunteer organisation run by parents dedicated to raising funds for the school to improve learning resources, enhance developmental opportunities and establish closer links between the school and home. We are extremely aware of the importance of protecting your information, and your children's information.

