

Elham CEP School PTA Privacy Policy

This privacy policy sets out how Elham CEP School PTA uses and protects any information that you give the charity.

Elham CEP School PTA is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

What we collect

We may collect the following information:

- Name
- Contact information including email address
- Other information relevant to research and/or promotions

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 bidding board prizes

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 obtained consent to use it in a pre-specified way

Where we have obtained consent to use personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify our use of this data.

How we store this data

Data will be kept only for the period of time it is required. Only PTA trustees and/or individuals working on specific fundraisers who need access to contact details (with prior agreement of the individuals concerned) will have access to personal information. Details may be kept electronically or in paper format, but Elham PTA members commit to destroying records after us.

Please note: information supplied to the Elham CEP Primary School is confidential and held entirely separately to that supplied to the Elham CEP School PTA. School data is governed by the school's own privacy policy and relevant sections of data protection legislation.