Friends of Rivington PTFA Privacy Notice

**Introduction**

At Rivington Primary PTFA, we are committed to protecting the privacy of our members, volunteers, and other individuals whose personal information we may collect and process.

This Privacy Notice explains how we collect, use, disclose, and protect personal information and the rights individuals have in relation to their personal information. It will be reviewed annually to ensure that it remains appropriate to the organisation and its volunteer’s needs.  This notice is available to view on the PTFA page on the school website, the PTFA Facebook group, and paper or electronic copies can be provided on request from the committee.

**What type of information we have**

The personal data that we collect about you will be based on how you interact with us, but we collect the following information from many of our supporters:

* Contact information (such as name, email address, phone number, and address).
* Your child’s emergency contacts and any medical history we need to be aware of, so we can fulfil our duty of care.
* Volunteer information (such as availability and skills).
* Events that you have taken part in or enquired about.
* Details of any donations that you have made to us.

There is also other information that we may collect and hold in specific circumstances. For example:

* Health information that you give us if you are participating in an event, to help us to ensure your safety.

**How we get the information and why we have it**

There are a number of ways that we collect information; most often this will be directly from you, for example, if you fill out a contact form, or give your details directly to one of our team members. You may also give us your information when making a booking for an event, entering a PTFA competition, making a donation or signing up as a volunteer. Whenever we ask for information from you we will explain why we are asking for it, and you will always be given a choice about how we communicate with you. The personal information we process is usually for one of the following reasons:

* To keep you updated on the PTFA calendar.
* To make sure you know about events that you can participate in as a member of the PTFA.
* To send you fundraising appeals.
* To process donations or other payments and verify financial transactions to protect you from fraud.
* To check with you on how you want us to contact you and record these preferences.
* To keep notes of conversations that you have with our team, as a reference if you want to revisit the conversation later.
* To notify you of changes to our policies when these affect you.
* If we need to do so to comply with a law, process or regulatory requirement.

**Who we share this information with**

From time to time we may need to share your information with:

* The committee.
* The school
* Volunteers

We will never sell your personal information to any third party.

**Lawful Bases**

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

* **Your consent.**

When you give your consent for us to contact you, we do not treat this as valid indefinitely. However, we understand that our supporters want to continue to hear from us whilst they have an active relationship with us, and for a period afterwards.

Here are some examples of what we mean by an active relationship:

* + Your child attends Rivington Primary School.
  + If you make a donation or sponsorship payment to us, including regular monthly gifts.
  + If you participate in an event to raise money on our behalf.
  + We will consider your consent to be valid whilst you take these actions, and then for any legal requirement and for tax and accounting purposes.

**You are able to remove your consent at any time. You can do this by contacting** Rivington Primary PTFA

c/o Rivington Primary School

Tennis Street North

St Helens

WA10 6LF

* **If we have a contractual or legal obligation.**
* **We have a legitimate interest.**

Such as communicating AGM details, updates on financial performance, information on new committee members etc.

**How we store your information**

*How long we keep your data for*

We want to make sure that we have up to date records for as long as you are in an active relationship with the PTFA, so for as long as you take actions on our behalf or engage with us, such as participating in our events, donating to us or corresponding with us. Once you are no longer in an active relationship, we will keep your data for a set period of time, which we calculate depending on the information that you originally provided, and why you gave it to us.

In general, we will keep records of financial donors for at least seven years, to meet any tax or accounting purposes. If we have asked for sensitive personal data specific to an event, we will dispose of this data within a month after the event.

*What happens at the end of this time period?*

At the end of this time period, we will securely remove your personal details from our records, to ensure that they are entirely anonymous.

*Your right to be forgotten*

You have a right to be forgotten, which means that you can ask us to delete your personal details before the end of the time limits we’ve listed above. You should know that there are some circumstances where we may need to keep your details, for example, in order to comply with a legal, tax or accounting obligation. If this situation occurs then we will explain and discuss these circumstances with you.

If you would like to discuss or exercise this right, please do get in touch with us.

*How we keep your information secure*

We take the care of your data very seriously and we use a combination of organisational and technological security measures to protect your personal information to the highest possible standards. Access to all data is protected by complex passwords, including letters, numbers and characters. We make sure that only PTFA Committee members who need to access your personal data can do so.

**Your data protection rights**

Under data protection law, you have rights including:

*Your right of access* - You have the right to ask us for copies of your personal information.

*Your right to rectification* - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

*Your right to erasure* - You have the right to ask us to erase your personal information in certain circumstances.

*Your right to restriction of processing* - You have the right to ask us to restrict the processing of your information in certain circumstances.

*Your right to object to processing* - You have the right to object to the processing of your personal data in certain circumstances.

*Your right to data portability* - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us if you wish to make a request.

**Our contact details:**

Rivington Primary PTFA

c/o Rivington Primary School

Tennis Street North

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**How to complain**

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

<https://ico.org.uk/concerns/>

| Date | Action | Signed | Name | Role |
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| 17/4/23 | Approved for publication at EGM |  | Jen Longman | Chair |
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