



Friends of Woodlea School
Registered Charity No. 1166049

DATA PROTECTION POLICY

Date Approved: 15th February 2022
To be reviewed: October 2022

Introduction

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 25th May 2018. Please visit www.ioc.org.uk for more detailed information.

This GDPR Policy explains that the PTA will:

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

The personal data we hold

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

- An adult's contact details, including name, email address and phone number.
- A child's first name and class/year group.
- Allergy, dietary or medical information
- Images and videos of individuals at our events.

Why we use this data

We use this data to:

- Contact individuals for support and help at school fundraising events
- Compile a list of emergency contact numbers for parents during events where children are not accompanied by their parents/carers.
- Contact winners of raffle and competitions.
- Provide a list of addresses to our estate agent sponsor to promote events through sales boards
- Compile a list of attendees and class/year group for school fundraising events
- Allow us to distribute prizes, certificates and gifts via a child's class teacher.
- Sending information to third parties – this is only for potential future fundraising initiatives such as Christmas cards/tea towels/bags in which the children's designs are sent to the printers.
- Ensure the health, safety, and wellbeing of all children under our care and supervision at FOWS events.
- Share images/videos in our newsletter and on social media.

Our legal basis for using this data

We only collect and use personal data when the law allows us to. We process this data when:

- We need it to perform a fundraising event in the school's interest
- We have obtained appropriate consent to use it in a certain way.

Where we have obtained consent to use personal data, this consent can be withdrawn at any time.

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 is the information stored?

All paper forms will be kept in a secure location in school. Information that has been transferred to computer data or was obtained electronically, will be kept in password protected profiles.

Who has access to the information?

Only elected PTA committee members (Chair, Secretary and Treasurer and event coordinators), are able to access this information. On occasion it may be necessary to pass on the information to other associate members and volunteers. Reasons would include, but not limited to, distributing items to classes/children, confirming event attendance, when providing refreshments during events or ensuring our first aider is aware of any existing medical or allergic conditions.

How will the information be disposed of?

Once the information deadline has been reached, paper information will be processed for confidential shredding and computer files will be permanently deleted.

What is someone else sends you information about me or my children?

If we are passed any data by a third party that was unauthorised, we will immediately get in touch with you to tell you what we have, who from and why. If you inform us that we are not to have this data it will be destroyed immediately.

Why can't the PTA ask the school for this information?

The PTA is a volunteer organisation, although we fundraise exclusively for Woodlea Primary School, the PTA is a separate body, and we are governed by the rules laid out in our constitution. Therefore, Woodlea Primary School cannot share any personal information with the PTA without obtaining permission beforehand unless it is considered a "legitimate interests" and effects the immediate safety of an individual.