

Friends of Purley School Parent Teacher Association (PTA) Privacy Notice

As the Committee Members and Trustees of Friends of Purley PTA, it is our duty to comply with the General Data Protection Regulation (GDPR). This privacy notice aims to give you information on how the Friends of Purley School (FOPS) PTA, a registered charity, from time to time collects and processes your personal data to assist with the management of the Committee, and with the organisation of events. This includes any data you may provide when you sign up as a volunteer to support an event, sponsor an individual, make a Giftaid declaration, purchase tickets for an event or become a Committee Member.

FOPS is the data controller and responsible for any personal data held (collectively referred to as Friends of Purley School, FOPS, "we", "us" or "our" in this privacy notice).

PTA sub-committees or the named PTA Officers are the data processors and may process personal data on behalf of the data controller.

Our full contact details are:

Full name of legal entity: Friends of Purley School Parent Teacher Association

Charity No: 1083816

Email address: askfops@gmail.com

Postal address: c/o Purley Primary School, Purley Village, Purley On Thames, Reading, Berkshire, RG8 8AF.

The data we hold about you

The categories of information that we may collect, process, hold and share include:

- Minimal personal and contact information (first name, last name, email address, telephone numbers);
- Transaction data (includes details about payments from you to FOPS and details relating to the transaction);
- If you have agreed to pay gift aid, we may also hold your name and address, as above; and
- For FOPS Committee Members, as Trustees of the Charity, we hold names, addresses, contact numbers, dates of birth, email addresses and names of children in school for the term in office, to enable appropriate filings to be made.

We do not collect any Special Categories of Personal Data about you. Nor do we collect any information about criminal convictions and offences. However, it may be necessary to collect information relating to the health, diet or medical condition of an individual attending an event in order to ensure the smooth running of that event and to meet the needs of the individual. Where this information is being collected we will inform you as to why we are collecting this data.

Why we collect and use this information?

We use information fairly and lawfully to:

- Keep Members of FOPS informed about meetings, events and ideas;
- Inform you of events or ways in which you can donate funds, book and receive tickets;
- Contact you to gain your support as a volunteer to help us to raise funds for the school;
- Meet statutory and regulatory requirements;
- Claim gift aid from you if you have given us your consent; and
- Ensure the safety and dietary needs of individuals are met when attending events.

The lawful basis on which we process this information.

We process this information on a lawful basis, fairly and in a transparent way as set out in Article 6 the GDPR from 25 May 2018.

Collecting this information

We use methods to collect only relevant and necessary data about you through direct interactions, asking for consent to hold and use the data, or make people aware how we will use the information and give them the option to 'opt out'. You may give us your data by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide for legitimate purposes (and only for its agreed purpose) when you:

- Are elected to become a member of the Committee;
- Agree to become a Friend of FOPS and/or agree to support our community-based events;
- Purchase tickets for or sponsor an event;
- Transact with an event website; or
- Give us some feedback.

Storing this information

Personal data will be stored securely and for no longer than is necessary. The data will be accurate, up to date, relevant to FOPS matters and not excessive. Your contact details will be deleted upon request and/or if your child leaves the school and you no longer wish to be contacted by the fund-raising committees. Old records will be destroyed securely. Electronic records will be deleted and paper records will be disposed of confidentially.

If you have agreed that we can claim gift aid, declarations are securely held. Any records held electronically will be password protected and only accessible to FOPS committee officers.

If applicable, we will record in a spreadsheet, donations you have paid to us and record cheques we have paid to you. The FOPS treasurer and chair will have access to this information.

Who we share this information with

We do not share your information with anyone without consent. We keep a record of gift aid declaration and donation amounts as a record of proof, if required by the Inland Revenue.

Requesting access to your personal data

Under data protection legislation, you are entitled to see a copy of information we hold about you upon written request. To make a request for your personal information, contact anyone on the FOPS Committee or by using the FOPS email address askfops@gmail.com.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress;
- Prevent processing for the purpose of direct marketing;
- Object to decisions being taken by automated means;
- In certain circumstances, have inaccurate personal data rectified, blocked, erased; or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

Further information

If you would like to discuss anything in this privacy notice, please contact anyone in the FOPS committee using the contact details above.

May 2018.