



**ST THOMAS OF CANTERBURY  
SCHOOL PTA**

Registered Charity no. 1096329

## **Data Privacy Policy**

Last Updated: This policy is effective from 25<sup>th</sup> May 2018

### **1. Introduction**

St Thomas of Canterbury School PTA is a registered charity run by volunteers with the sole purpose of raising funds for our wonderful school and having fun as a community doing so!

The PTA is the data controller of the information you choose to share with us.

This privacy policy explains how the PTA, uses and protects information that you provide to us as the PTA as opposed to the School. We are committed to ensuring that your privacy is protected and you can be assured that any data you provide us with will be used only in accordance with this privacy statement. Please read this privacy policy carefully and ensure that you have understood its terms.

### **2. Changes to our Privacy Policy**

We may change this policy from time to time by updating this page on the School website. You should check this page regularly to ensure that you are happy with any changes.

### **3. The information we hold and why we hold it**

The only information that we collect about you is your name, email address and phone numbers and your child's name and school class and only if you provide that information to us. We may collect this information when you offer to be a volunteer, take part in an event or become a more active member of the PTA.

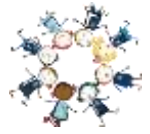
We collect and hold this information solely for the purpose of contacting you about our work as a PTA and our meetings, fundraising and social events.

### **4. What do we do with this data and how do we protect it?**

The personal data that you provide us is collected and processed by us.

- We do not give or sell your personal information to any other organisation.
- We will not disclose any personal data to any third parties except to prevent fraud, or if required to do so by law.
- We do not send any Personal Data outside of the UK

You can ask us to remove your data from our system at any point if you do not want any further contact from the PTA. (Please contact us by email as below).



## 5. Data security

We take the protection of your privacy and personal data very seriously. The General Data Protection Regulations require that we follow strict security procedures in the storage and disclosure of personal data to prevent unauthorised access and we have procedures to ensure that this protection is secured for you in line with this legislation.

## 6. Your rights and choices

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please e-mail us at the address given below.

You may choose to restrict the collection or use of your personal information in the following ways:

- If you have previously agreed to us using your personal information, you may change your mind at any time by emailing us.
- You have the option to opt out of our mailings at any time simply by letting us know by email.

We want to make sure that your personal information is accurate and up to date. If you believe that any information we are holding about you is incorrect or incomplete, please email us as soon as possible, at the address given below. We will promptly correct any information found to be incorrect.

## 7. How long we keep information

We will only collect the minimum amount of personal information necessary and will only keep your information for as long as you have a child in the School unless we hear from you with a request to delete your information before that time or unless you chose to continue hearing from us.

Unless we have heard from you with a request to delete your data prior to your child leaving the school, we may send you an e-mail to ascertain whether you would like to remain on the register. Should you choose to remain on the register at this point, we would continue to hold the data for a further 5 years and then delete it unless we hear from you at any point to the contrary.

At the end of the relevant period we will delete all the information we hold about you.

## Further Information

If you have any questions about this Privacy Notice or wish to have the information we hold about you deleted or amended then please contact us via email:

[PTAChair@st-thomas.surrey.sch.uk](mailto:PTAChair@st-thomas.surrey.sch.uk)