

HOW THE PTA USES YOUR PERSONAL DATA

We are sure you will have heard about the upcoming General Data Protection Regulations (GDPR), the new EU legislation aimed at protecting people's personal data. The new law comes into effect from 25 May 2018. St James' RC Primary School PTA is updating our Privacy Policy to make it easier for parents to understand what information we collect, why we collect it and how we store it.

You have the option to change or remove your details from the PTA's mailing list at any time. We will retain this information until your child leaves the school.

PRIVACY POLICY

This privacy policy sets out how St James' RC Primary School PTA uses and protects any personal information that you give us either around individual events or as part of regular mailings. We are committed to ensuring that your privacy is protected. All contact details provided by parents to the PTA are used specifically only in accordance with this privacy statement.

This privacy statement is available in the PTA folder at the school reception or via the school website <http://www.stjamesprimarypettswood.co.uk/our-pta>.

WHAT WE COLLECT

We may collect the following information:

- Name
- Contact information including email address
- Demographic information such as school year of child/ren.
- Other information to assist with the management and planning of PTA events

WHAT WE DO WITH THE INFORMATION WE GATHER

We require this information to organise PTA events and manage our fundraising efforts. We aim to ensure that we have up to date contact details for all parents at St James' RC Primary School.

- We may use the information to promote PTA activities and events.
- We send regular mailings about new activities, events, fundraising or other relevant information which we think you may find interesting using the email address which you have provided.
- We may also use your information to contact you individually for specific events.

SECURITY

We will never share your contact details with any other third party.

LINKS TO OTHER WEBSITES

The PTA section of St James' RC Primary School's website may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should refer to the privacy statement applicable to the website in question.

CONTROLLING HOW WE USE YOUR PERSONAL INFORMATION

You may choose to restrict the collection or use by St James' RC Primary School PTA of your personal information in the following ways:

- Whenever you are asked to fill in a form either in hard copy or electronically, look for the box that you can tick to indicate whether you grant permission for your information to be used by the PTA for direct marketing purposes.
- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to us c/o the school office or emailing us at pta.stjamesprimary@gmail.com.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request a copy of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please write to the PTA via the school office or contact us via pta.stjamesprimary@gmail.com.

If you believe that any information we retain about you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct and remove any information as requested.

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