

Policy for:

# Privacy Notice: PTFA



## Committee: Premises, Health and Safety

### Document Control

#### A. Confidentiality Notice

This policy document has been approved by the Governing body of St. Modwen's Catholic Primary School and is intended for internal and /or external publication. Where the document is identified for internal use the policy information may not be shared with external agencies or parents without the prior agreement of the Headteacher or authorising Committee.

#### B. Document Details

<b>Classification:</b>	Premises, Health and Safety
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<b>Organisation:</b>	St. Modwen's Catholic Primary School
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<b>Current Document Approved by:</b>	Premises, Health and Safety
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#### C. Document Revision and Approval History

Version	Date	Version Created by	Version Approved by	Comments
24.25 V2	6.11.2024	C Salt (SBM)	Premises, Health and Safety 12.11.2024	Revised November 2024 – John Walker Model Policy (October 2023 version) Updated School Branding
V1	7.11.2023	School	PH&S	John Walker Model Policy

# Privacy notice – PTFA

St Modwen's Catholic Primary School are fortunate to have a PTFA that helps support our school with social and fundraising activities.

The PTFA is a separate organisation to the school, so we have to take account of our Data Protection obligations.

The PTFA promotes its activities using social media and contacts with families. As a school, we will share those events using our school media and communication platforms.

## **The categories of PTFA helpers information that we collect, process, hold and share include:**

- personal information (such as name, e-mail address, telephone numbers, name of child, class of child)
- preference information (such as which events a helper is interested in helping at, whether a helper wants to attend meetings, whether a helper wants to work on new fundraising ideas)

## **Why we collect and use this information**

We use PTFA helpers data to:

- make regular contact with helpers about upcoming events and meetings (including the use of a whatsapp group)
- make contact with helpers for fundraising ideas
- enable the running of the PTFA (issuing meeting minutes and actions, agreeing helpers for events)

## **The lawful basis on which we process this information**

On the 25th May 2018 the Data Protection Act 1998 will be replaced by the General Data Protection Regulation (GDPR). The condition for processing under the GDPR will be: Article 6 1. Processing shall be lawful only if and to the extent that at least one of the following applies: (a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.

## **Collecting this information**

The information you provide to us is on a voluntary basis. We collect the information via helper request leaflets or by you providing this information to us via the school office; email or to a member of the PTFA in person.

## **Storing this information**

We hold PTFA helper data until your last child leaves Manor Road or until you ask for your details to be removed. Once your child leaves, your details will be deleted from the helper spreadsheet.

## **Who we share this information with**

We do not share this information with anyone outside the PTFA.

## **Why we share PFTA helper information**

We do not share information about PTFA Helpers with anyone without consent unless the law and our policies allow us to do so.

## **Your data protection rights**

For more information about how data is collected, stored, used, and protected, please see our data protection policy which can be found on our website: [St Modwen's Catholic Primary School - Policies and Documents](#)

You will find details about your rights and how to access data we hold, and what to do if you are not satisfied or wish to complain.