

George Abbot PTA Data Privacy Policy

Last Updated: This policy is effective from 21st May 2018.

1. Introduction:

George Abbot PTA, a registered charity run by volunteers, is the data controller of the information you choose to share with us.

This privacy policy explains how George Abbot PTA, uses and protects information that you provide.

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.

Contact details are at the end of this policy.

2. Changes to our Privacy Policy:

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

3. What we collect:

We collect information about you when you register to be a volunteer, sponsor an event, take part in an event or become an active member of the PTA. We collect your name and e-mail address.

4. Who has access to your data:

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.

5. What it is used for:

Personal information which you supply to us will only be used to contact you about:

PTA social events

PTA fundraising events

PTA meetings and related information

We will maintain a record of our relationship with you including whether you have asked to not be contacted. We do this so that we can ensure that we do not contact you against your wishes.

We may, from time to time, use your contact details to send you information regarding any developments that we believe may be of interest to you. You can opt-out of receiving such communications at any time by:

Writing to or emailing us or responding to the unsubscribe mechanism provided in any digital communications which may be sent to you.

6. Transfer of data abroad:

We do not send any Personal Data outside of the UK.

7. 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.

8. 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 or write to 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 writing to or emailing us. You will be given the option on each email to opt out of our mailings at any time.

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 write to or email us as soon as possible, at the address given below. We will promptly correct any information found to be incorrect.

9. 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 follows:

The time period for which we keep personal data is kept as long as necessary to fulfil the purpose for which we collected it. We will then delete the personal data unless we are legally required to retain it or if we need to retain it in order to comply with our legal obligations.

Subject to any applicable legal requirements, we typically retain personal details as follows:

- As the PTA is unaware how long you are or wish to be connected with the school, we will keep your data for 7 years 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 the 7 year anniversary, 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, the 7 year time period will refresh.

- Where you unsubscribe from our contact list we will add your name and email address to our suppression list and delete any further information we hold about you. We will hold details of our suppression list for 1 year.

10. Further Information:

We welcome your questions and comments about privacy issues. Should you have any questions or issues you would like to raise with us regarding our data usage practices or the specific use of your data then please contact us:

Email: pta@georgeabbot.surrey.sch.uk

George Abbot PTA

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Registered charity number: 1124156