

Privacy Notice

In line with the introduction of new legislation The General Data Protection Regulation (GDPR) Act 2018, our privacy policy has been updated

As a PTA it is necessary for us to have communication with parents and from time to time we collect, store and use personal information.

What we collect

- parents/children's name
- child's class
- contact details, emails or phone number

What we do with it

- keep you up to date with PTA matters,
- ask for help at events,
- fulfil our legal obligations or
- to process an order, you have made through us.

As the committee members and trustees of Tranmere Park PTA, it is our duty to ensure this information is processed in line with the new act.

The GDPR Act is designed to protect personal data stored electronically or in an organised filing system. The Act controls the way information is handled and gives legal rights to the individual whose information is being stored. Personal data means "any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is anybody who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person."

In compliance with the Act we will ensure that:

- Personal data will be collected, stored securely and used fairly and in a transparent manner.
- When we collect personal information, we will either ask for consent to hold it and use that data or make people aware how we will use the information we collect and give them the option to 'opt out'.
- We will only ask for information that is necessary and that we will use. Data we hold will be relevant to PTA matters and not be excessive.
- Personal data will be accurate and up to date. We will ask parents/carers to let us know of any changes to the information (e.g. change of email address).
- Where children's names are provided for safeguarding and fire regulations purposes (e.g. disco's and movie nights), forms will be securely disposed of confidentially, immediately after the event
- Personal data will be stored securely on password protected devices
- Personal data will not be kept for longer than necessary.

- Old records will be destroyed securely. Electronic records will be deleted and paper records will be disposed of confidentially
- We will only use information given to us for its agreed purpose and will ask parent/carer consent before using it for anything else.
- Parents/carers are entitled to see a copy of information we hold about them upon written request, or through contacting us on tranmereparkpta@tranmerepark.leeds.sch.uk
- Under the Act you have the right to have your personal information removed, we will endeavour to do this at your request by contacting tranmereparkpta@tranmerepark.leeds.sch.uk
- Any breaches in data protection will be reported to the charity commission or the ICO. Personal data breaches can be broadly defined as a security incident that has affected the confidentiality, integrity or availability of personal data. In short, there will be a personal data breach whenever any personal data is lost, destroyed, corrupted or disclosed; if someone accesses the data or passes it on without proper authorisation; or if the data is made unavailable, for example, when it has been encrypted by ransomware, or accidentally lost or destroyed.