

PTFA Privacy Notice

How we use personal information relating to the PTFA

Data Controller	Stanbridge Lower School
	Tilsworth Road Stanbridge LU79HY

This Privacy Notice is to let you know how we as an educational setting look after personal information about our PTFA members. This is in relation to information you provide us with. This notice explains the reasons why we hold personal information, how we use this information, who we share it with and how we keep it secure. This notice meets with the requirements of the UK General Data Protection Regulations (UKGDPR).

A copy of this Privacy Notice is available on our website www.stanbridge.beds.sch.uk. Please refer to the website copy of this Privacy Notice for the latest version as it will be updated from time to time to reflect any changes in our circumstances.

If you have any questions or queries or would like to discuss anything in this Privacy Notice, please contact: *Mrs N Coupland on 1525 210328*

How we collect governor/trustee information

We obtain governor information through the Clerk to the Governors from the date of your interview and/or appointment. We are also obliged to hold governor information on our Single Central Record. We also collect any changes to your information throughout the year to keep our information about you as up-to-date as possible.

We collect and hold PTFA information that includes:

- Details such as name and address
- Email address
- Contact telephone number(s)
- Special category data such as ethnicity, disability and access requirements
- Business and personal pecuniary interests
- An enhanced DBS check
- PTFA role and category
- Date of appointment
- Record of attendance PTFA meetings

Why we collect and use this information

We use the data to:

- Establish and maintain effective PTFA
- Conduct the work of the PTFA in accordance with the Nolan principles of public life
- Facilitate effective communication
- Record attendance at meetings
- Identify training needs and monitor attendance at training
- Meet statutory obligations for publishing and sharing details in the interests of openness and transparency
- Communicate between PTFA members
- Facilitate safer recruitment as part of our safeguarding obligations towards our pupils

The lawful basis on which we hold and use this information

We use your personal information under the legal basis of **public interest** and legal obligation so **that** PTFA members can undertake their duties.

There may be some information we ask for which is not mandatory and which we collect on the legal basis of legitimate interest (e.g. photographs). We will ask you for your explicit consent about how these data items can be used if the purpose for holding the data extends beyond public interest or legal obligation. As a PTFA you can change your decision to grant or withdraw consent at any time.

If at any point in the future, we seek to use any previously collected information for another purpose or use the information in new software, we will ask for your explicit consent to do so.

Who we share PTFA information with

We routinely share PTFA information with:

- Other PTFA members within our school
- Professional advisers and consultants who are connected with the school to provide school improvement services
- The school website where we publish names of PTFA members
- We actively ensure that all of the third party software organisations we share data with comply with the General Data Protection Regulations through their Privacy Notices and Data Sharing Agreements that they share with us.

There may also be occasions when the PTFA commissions external third parties for specific activities to support the work of the PTFA. In all cases, we will ensure that data privacy regulations and confidentiality are being followed through Privacy Notices and Data Sharing and Confidentiality Agreements.

Why we share PTFA information with external parties

We do not share information about our PTFA with anyone without consent unless the legal basis for holding and sharing the data allow us to do so.

How we keep personal data secure

The school fully adhere to our Data Protection policies which outline our procedures and processes for accessing, handling and storing data safely in accordance with all the GDPR principles. These policies are regularly reviewed and ratified by our governors. The following processes ensure that we comply with data protection legislation in how we manage the protection of personal data:

- Our networks, file systems and server operating systems are secured through firewalls and spyware/ virus detection programs on our servers to prevent unauthorised access to our data
- Data held in a physical location within the school is held securely and only accessible by staff with appropriate authorisation
- Access to data on systems is through individual passwords which are carefully managed and monitored
- Any data that is removed from the school is minimised and encrypted
- Older data is safely removed from computers and other devices
- We ensure all staff receive regular training on data protection

We also adhere to our **Data Breach Procedures Policy** in the event of a data breach. These procedures explain how our school responds to occurrences of known or reported data breaches. A copy of this policy is available on our school website at www.stanbridge.beds.sch.uk

Requesting access to your personal data

Under data protection regulations, you have the following rights that apply as a school PTFA member:

- Right to be informed
- Right to access to your personal information
- Right to have inaccurate personal data rectified, blocked, erased or destroyed in certain circumstances
- Right to object to processing of personal data that is likely to cause, or is causing, damage or distress
- Right to restrict processing for the purpose of direct marketing
- Right to data portability
- Right to object to decisions being taken by automated means
- Right to claim compensation for damages caused by a breach of the Data Protection regulations

It should be noted that some of these rights will not apply in circumstances where allowing them would significantly reduce or prevent our ability to perform our duties within the school and safeguard the children in our care.

You do have the right to request access to personal information about you. To request access to your personal information as a governor you can make a **Subject Access Request (SAR)**. For further information about this contact **Mrs N Coupland on 01525 210328**

Our PTFA will follow procedures outlined in the school **Subject Access Request Policy** available from our website www.stanbridge.beds.sch.uk which follows the guidelines promoted by the data protection regulations.

Please note that whilst we aim to respond to requests within the required time period of one month, we may not be able to honour this time period if we receive requests just before or during school holidays. If the nature of the request is complex and/or the request falls within a holiday period, we will aim to reach a mutually agreed alternative time period.

How long we keep personal information

We hold PTFA data for the period determined appropriate for the different types of data we hold. We will normally store your data until you cease to become a PTFA member, however we are required to keep minutes of meetings in perpetuity and these minutes are likely to include some information about you.

We will keep information for the minimum period necessary in accordance with DfE's data retention recommendations which take into account legal and safeguarding considerations linked to the types of data held. Our **Data Retention Schedule** can be found on our website at www.stanbridge.beds.sch.uk

All information is held securely and will be destroyed as appropriate under secure and confidential conditions.

Let us know of any changes to personal information and emergency contact information

We would encourage you to ensure that any changes to phone numbers in particular are notified to our school office Mrs N Coupland as soon as possible.

Reporting concerns about our data protection processes

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance by contacting *Mrs N Coupland* on 01525 210328. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Keeping you informed through this Privacy Notice

We aim to keep you informed of any changes to our data collections and data protection obligations through this Privacy Notice – the latest copy will be available on our website at www.stanbridge.beds.sch.uk