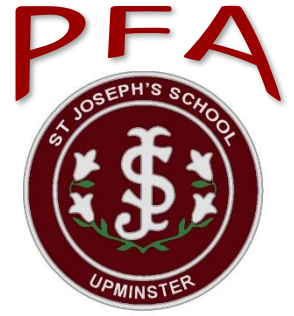


St Joseph's Catholic Primary School PFA

Privacy Policy

October 2018



Under data protection law, individuals have a right to be informed about how the PFA uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair collection notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data, if and when required.

The personal data that we hold

Personal data that we may collect, use, store and share (with other committee members) for fund raising events are:

- Name and address
- Other contact information including email addresses and telephone numbers.

How and why the PFA uses personal data?

We collect the personal data described above in order to:

- Contact individuals for support and help at school fundraising events
- Compile a list of attendees and year group for school fundraising events
- Compile a list of emergency contact numbers for parents
- Contact winners of raffle.
- Your child's details for PFA led events i.e Christmas parties where we require name, class and age.

Our legal basis for using this data

We only collect and use personal data when the law allows us to. Most commonly, we process it where:

- We need it to perform a fundraising event in the school's interest

If we need to ask for your consent to use your data we will make this clear as to why it is being asked for and explain how consent can be withdrawn.

Collecting this information

While the majority of information we collect is provided voluntarily there is some information that is mandatory i.e. medical information for the Christmas party where a parent is not in attendance.

Whenever we seek to collect information from you or about your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep all electronic personal information on a secured database and is only accessed by committee members and once your child has left St Joseph's then all their data is securely deleted.

Any paper based information e.g. raffle tickets, will be stored securely and confidentially disposed of after the raffle has been drawn.