



St Peter's RC Primary School, Mill Lane, Earl Shilton, LE9 7AW

PRIVACY NOTICE

This Privacy Notice covers all the personal and sensitive data that St. Peter's RC Primary PTFA (herein "St. Peter's PTFA" or "PTFA", "We", "Us", "Our") process. It explains what personal data St Peter's PTFA collects, why we collect it, how we use it and how we protect it.

St Peter's PTFA is a registered charity whose aim is to raise funds to support and enhance the educational experience of all the children at St. Peter's R.C. Primary School, Earl Shilton. This privacy notice applies to all events and activities run by the PTFA

Why St. Peter's PTFA need to process data.

It is necessary for Us to collect and process certain personal data to enable our fundraising events to occur and manage and organise them. We will process the data of parents, the child and/or children, third party suppliers and other parties such as stall holders and local businesses who participate. We will collect, process and store data under the following Data Protection Principles:

Contract: PTFA fundraising events may require the parent or individual third parties to enter into a contract to participate in that event. This can be in through a permission form or slip.

With your Consent: PTFA fundraising events may require the parent or individual third parties to provide and give express consent for their data to be used before they can participate in that event.

Legal Obligation: We will process and collect data as required by Us by law.

Types of Personal Data processed by the PTFA

St Peter's PTFA may collect the following information:

- The parents name, contact details if volunteered as support for a particular event, a child/s name and class.
- Where appropriate details of an individual's health and/or welfare may be volunteered to assist in cases of emergency.
- We may also receive contact details for third parties again the event of an emergency.

- For third party participants, their name, address, e-mail address and contact telephone number.
- For Suppliers; their name, address and contact information for contract and billing purposes.
- Images of events in general, which may include images of crowds. We may also take images of individuals participating in PTFA events with their consent.
- For Health and Safety purposes the appropriate health and safety information as required in order to comply with legislative requirements.

Third Party Agencies

We will only share the data that we collect with certain Third Party Agencies. It is envisaged that St Peter's RC Primary School will be the primary Third Party Agency that we liaise with and we will do this to enable us to perform any contract and for safeguarding purposes. We may also share data that we collect, process and store in compliance with any legal obligations required of Us.

Reason for collecting data

The collection and processing of this Data is necessary for the following reasons:

- Safeguarding. To ensure that the safety of the children at certain PTFA event's are protected. This will be in the form of taking registers and ensuring that the child is released to the appropriate adult,
- Health and Safety. In the event of either ill health or an accident during an event.
- Under Contract. To ensure the performance of the contract between the third party and St Peter's PTFA.
- To fund raise. We may collate and store, publically available data of companies that have agreed to donate towards our fundraising events.
- To run events. We may collate and store the data of individual or companies that have participated in previous fundraising events.

How long will the PTFA keep the Data?

For most occasions the data will be destroyed within a short period of time after the event has ended.

If there is a legislative reason for keeping the data for a longer duration, then these periods will be adhered to.

Where the PTFA have collated and stored the data of third party business participants of our fundraising events then this information may be kept and will be reviewed annually to ensure that it is pertinent and up to date.

The data We collect is primarily stored in a secure location at the school. Other data can be collected and stored by Third Parties (such as St. Peters RC Primary School via Eduspot) however We do not have access to this.

Your Rights

You have the right to:

- request access to, amend or correct you/your child's personal data.
- request that we delete or stop processing you/your child's personal data, (also known as the "right to be forgotten"), for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your, and your child's personal data to another person.

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how the PTFA handle your data please contact us on our address above or by e-mailing us at ptfa@stpetersprimary.org. If you have continue to have concerns about the way your data is handled, and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/

Changes to this notice

St Peter's PTFA reserve the right to keep this notice under regular review. You will be notified of any changes where appropriate either individually or by the PTFA publishing it.