

Privacy

Senacre Wood Primary School Parents and Teachers Association (referred to in this document as 'the PTA'), is a UK based charity (Charity number 1173873). We work closely with and organise fundraising events for Senacre Wood Primary School based in Maidstone, Kent (referred to in this document as 'the school'). As a PTA we provide a link between the parent body and other organisations supporting the school's operation.

This privacy policy explains why and how we use information that we collect.

What information do we collect and why?

Membership

Membership of the PTA is open to all teachers and parents with children at the school. We hold the details of active members to help us communicate and meet our obligations in terms of safeguarding responsibilities.

This may include Personal or Special information such as:

- Name
- Contact details including address, email address and telephone number
- Date of Birth
- Banking details (where required for reimbursement of expenses)

Events and activities

We use registration forms to sign up for activities and events. We collect this information to provide the event. It is sometimes necessary to also collect sensitive information relating to the participant including health/dietary information. This is used to safely facilitate the event and will be treated in strict confidence and not shared with third parties – with the exception of the school and medical professionals in the case of a medical emergency.

We may send you communications relating to the event you have registered for using the details provided. If you have been asked to provide an 'Emergency' or 'home contact' we may contact them during the event if required.

Donations

The PTA record details of donations, in our financial records. In addition we use a number of online donation platforms to facilitate making donations. If you are making a donation using one of these platforms, the details will also be stored here and will also be subject to their privacy policy.

We may contact you about your donation, or to provide an update on how your money has been spent unless you choose not to receive such communications.

Email enquiries and online orders

We collect personal information, where provided, to enable us to answer enquiries and fulfil orders placed online.

This information includes:

- Contact information
- Details of participants (potentially including health information) / purchaser
- Child's class at school
- Payment information

We store information securely with access limited to those PTA members who have a reason for access. We use your information to facilitate the order or event.

Payments

Electronic payments are handled directly by our payment merchants and we do not store your payment data. This information is stored as per the payment processing merchants' policy.

How we use your information

In most instances our lawful basis for processing is 'Contract' to provide an event or activity, answer an enquiry or to fulfil an order – such as through our online uniform shop.

As a PTA we work closely with the school organising events and activities. Where the PTA has directly collected participant information, it may be necessary to share those details with the school as part of their involvement in facilitating the event. This will normally mean providing a list of pupils we expect to be taking part, organised by class name. We see this as an essential part of working with the school and safeguarding the interests of young people. As such our lawful basis for processing is 'Legitimate interest'. The school has its own privacy policies which can be found here: <https://www.senacre-wood.kent.sch.uk/about-us/policies/>

We will contact members of the PTA to communicate important information relating to their membership. Our lawful basis for processing is 'Legitimate Interest'. The PTA also operates a WhatsApp group for member communications. This is optional and operated on the basis of 'Consent'.

Where we collect special category data such as health information and data on young people/adults, processing is carried out in the course of our legitimate activities with appropriate safeguards, on the condition that the processing relates solely to those involved with the PTA and the school - Condition (d) in Article 9(2).

How your information is stored

The PTA uses a number of specialist systems for storing and processing personal information. We carefully select the providers that we work with to ensure they have strong data policies in place and meet the requirements of GDPR.

Further details about these systems are available on request.

How long your personal data will be kept

Registration information for events and activities is normally kept for no longer than 1 year following the event.

Email communications are kept for 2 years.

Financial and payment records are kept for 6 years from the end of the last charity financial year.

Who do we share your personal information with

We share information with the school where required to facilitate the running of events and activities.

We don't share personal information with any third parties except where expressly detailed or where required by law enforcement.

Your rights

GDPR legislation gives you a number of rights regarding your personal information which you can access at no cost:

- The right to be informed – we aim to be transparent about the information we collect and why we are using it. You can request further information from us at any time
- The right of access – you can request the information we hold about you
- The right to rectification – you can request us to correct any mistakes in the information we hold
- The right to erasure – you can request us to delete the information held on you
- The right to restrict processing – you can request us not to process your data in a particular way
- The right to data portability – to have us transfer your information electronically to yourself or another provider
- The right to object – to object to how we are using your information
- Rights in relation to automated decision making and profiling

We will always aim to comply with your request unless there is a legitimate reason for us to use your information or to comply with lawful obligations.

If you have a concern about how your data has been collected or used you also have the right to lodge a complaint with the Information Commissioners Office – <https://ico.org.uk>.

How to contact us

You can contact the PTA on – senacrewoodpta@gmail.com

Our postal address is:

Senacre Wood PTA
Senacre Wood Primary School
Graveney Road
Maidstone
Kent
ME15 8QQ

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