

Data Protection Policy

Introduction

St Thomas of Canterbury Junior School PTA needs to keep certain information on children, volunteers, helpers, parents & committee members in order to keep them up-to-date with PTA matters.

St Thomas of Canterbury Junior School PTA is committed to ensuring any personal data will be dealt with in line with General Data Protection Regulation (GDPR) 2018. The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements.

Type of Information held

St Thomas of Canterbury Junior School PTA handles the following personal information:

- Details of pupils including their date of birth, parent details, mobile phone numbers, allergy details, email addresses.

Personal information is kept in the following forms:

- Spreadsheets stored securely on Dropbox and Google Docs. In the PTA Events secure database. Some paper consent forms.

The Chair, Vice Chair, Secretary and Treasurer handle personal information.

The PTA Events privacy policy includes further information on use of personal data and retention periods: https://www.pta-events.co.uk/stthomasjnr/index.cfm?event=privacy#.Ye_cev7P29Q

Policy Implementation

In order to meet our responsibilities St Thomas of Canterbury Junior School PTA will:

- Ensure any personal data is collected in a fair and lawful way;
- Explain why personal data is needed at the start, how it will be used, and how long it will be kept;
- Ensure that only the minimum amount of information needed is collected and used;
- Ensure the information is up-to-date and accurate;
- To hold personal data only as long as initially stated at the time of gathering consent;
- Make sure it is kept safely;
- Update the information we hold every year, asking people to confirm the details are correct and to give permission for us to hold the information for another year.
- Ensure any disclosure of personal data is in line with our procedures;
- Deal with any queries about handling personal information quickly.

Security

St Thomas of Canterbury Junior School PTA will take steps to ensure that personal data is kept secure at all times.

Any unauthorised disclosure of personal data to a third party by a PTA member may result in removal from the committee. The individual involved will be informed of the unauthorised disclosure of their personal data.

Requests for access

Anyone whose personal information we handle has the right to know:

- What information we hold and process on them
- How to gain access to this information
- How to keep it up-to-date
- What we are doing to comply with GDPR.

Review

This policy will be reviewed every year to ensure it remains up-to-date and is compliant with the law.

Adopted at a meeting held on 16th September 2022.

Date: 16/9/22

Name: CALLY SHANLEY

Position: CHAIR

Signature: 

Date: 16.9.22

Witness Name: Natasha Hayward

Position: Treasurer

Signature: 