

Friends of Poplar Primary School Privacy Notice

This privacy notice tells you who we are and what to expect when the Friends of Poplar Primary collect your personal data.

Who we are

The Friends of Poplar Primary School is the parent/teacher association (PTA) for our school, and a data controller separately from Poplar Primary School. We are a registered charity (Reg. Charity No. 1103926) with the aim of enhancing the education of the children in our school. We do this by raising money to help pay for extras that would otherwise not be funded from the school budget.

The Friends of Poplar Primary can be contacted at poplarprimarypta@gmail.com . We can also be found on Facebook (<https://www.facebook.com/friendsofpoplarprimary/>), Twitter (<https://twitter.com/poplarpta?lang=en>) and Instagram (poplarprimarypta).

What data do we collect?

We may collect:

- Name
- Email address
- Phone number
- Address
- Child's name and class/year
- Contact details for sponsorship and suppliers of raffle/auction prizes
- Gift aid details gathered for specific events
- Images of people at PTA events

When we collect personal data we will tell you what we are using it for. We will publicise any photography that is taking place at PTA events and give you the chance to move out of shot.

What do we do with the data that we hold?

- Contact individuals for support and help at school fundraising events
- Contact winners of raffle/auction prizes
- Verify submissions via Google forms for events and activities as current Poplar families (cross-checked against the school's database)
- Provide a list of addresses to an estate agent sponsor for sign boards to promote our school fairs
- Contact suppliers of raffle/auction prizes
- Administer gift aid in relation to specific events
- Publish images on our social media platforms for promotional and reportage purposes

We do not share your data with anyone for any purpose other than the estate agent sponsor as described above, and (parent) stall holders/organisers at school fundraising events so that they can coordinate rotas.

How do we manage the data we hold?

All electronic personal data is held in the password protected PTA Google account to which access is strictly limited. We may from time to time also use a volunteers' sign up app (e.g. SignUp.com) for events.

Contact details provided for an event will be deleted once the event is over. If you agree to host a sign board we retain names and contact details from year to year, unless you ask us to remove you from the list, so that we can ask you directly before each fair.

Any paper based information e.g. raffle ticket counterfoils, will be stored securely and disposed of confidentially.

Gift aid data will be kept for seven years and then deleted.

Photographs (generally group/distance shots, unless we have specific permission) will be retained for as long as required for promotional/reportage purposes and then deleted.

The lawful basis for processing data

We rely on the lawful basis of consent to process your data. We will consider your voluntary provision of your personal data, such as when you supply your details to help at an event, to host a sign board or enter a raffle/auction, as consent for us to process that data for the purposes described above.

Your rights

By emailing polarprimarypta@gmail.com, you can, at any time:

- withdraw your consent to us holding and using your data (which will mean we remove you from any email groups and delete the data we hold on you)
- find out what data we hold about you
- ask us to correct, update or delete your data

If you are unhappy with the way an organisation is handling your data you have the right to complain to the Information Commissioner's Office (<https://ico.org.uk/make-a-complaint/>) which regulates and enforces data protection legislation in the UK.

Changes to this privacy notice

This privacy notice is kept under regular review. It was last updated on 19 March 2021.