

Stokeinteignhead Primary School PTFA (SPLAT) GDPR Policy

What is GDPR?

The General Data Protection Regulation (GDPR) 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union and replaces the Data Protection Act 1998. It comes into effect on the 25th May 2018.

Please visit www.ico.org.uk for more detailed information.

Why do SPLAT (the PTFA) need a GDPR Policy?

The PTFA GDPR policy explains that the PTFA will:

- Only collect information that is needed for a specific purpose
- Keep any data collected secure
- Ensure it is relevant and up to date
- Only hold as much data as is needed, and only for as long as it is needed.

1. Parent/carer and pupil information

What long term information will the PTFA request and why?

As Stokeinteignhead Primary School now uses the OurSchools App, the PTFA do not need to keep all parents/carers contact details on file as all electronic communications are sent out via the school on the App.

What short term information will the PTFA request throughout the year, and why?

Depending on the event/activity being held, the PTFA may request a combination of the following personal information:

- A parent or carers name and contact details. This gives permission for a child to attend an event or take part in an activity. This allows the PTFA or a teacher to contact the parent or carer should there be an issue during the event.
- Child's name and class. This would be to help us organise a check in process for certain events to confirm attendance and enable us to ensure safeguarding of all present.
- Allergy, dietary or medical information. To ensure we have up to date information for each child to comply with health and safety and safeguarding.

This information will be held until one week after the event, where permission slips will be securely destroyed. In the case of an event being cancelled, the permission slips will still be destroyed, and new information will be collected if the event is rescheduled.

Information and third parties

The PTFA will never give any information to third parties without prior consent.

There may be a scenario where the PTFA will take part in fundraising initiatives from a third party to allow items to be ordered or places to be booked in return for the PTFA receiving a donation. We will endeavour to ensure that transactions can take place directly with the third party without intervention from the PTFA. If this is not possible, then we will ensure everyone is aware of this situation and clarify how orders are processed and what will happen with the information.

How is our information stored?

Information that has been transferred to a computer or obtained electronically will be kept in a password protected file on the Chair/Co-chair's computer.

Who has access to the information?

Only PTFA committee officers (Chair, Secretary & Treasurer) are authorised to access personal data information.

Exceptions to this would include, but not limited to: distributing items to classes/children, confirming event attendance, when providing refreshments during events or ensuring the first aiders know of any existing conditions.

How will information be disposed of?

Once the information deadline has been reached, paper information will be shredded and computer files will be permanently deleted.

What if someone else (including other parents) send you information about me or my child?

If we are passed any personal information by a third party which was unauthorised, we will immediately get in touch with you and let you know what we have, who from, and why. If you inform us that we are not allowed to hold this information, it will be deleted or shredded immediately.

Will there be any information sharing between the PTFA and the School office?

There should be no reason for the school to provide the PTFA with any personal details for pupils, parents or carers. If the PTFA needs to send information to parents or carers, it will be sent via the OurSchools App or through paper flyers in the children's schoolbags.

If the PTFA needs to contact specific families, they will pass communications to the school who will then pass the information on.

The only scenario where the PTFA would give the school information would be if there is an issue at an event where the parents or carers need to be contacted and the staff member present doesn't have access to the office.

2. Committee members/regular attendees at SPLAT meetings:

What information will be collected and kept on PTFA committee members/regular attendees of committee meetings?

Names, email addresses and phone numbers of SPLAT PTFA committee members and regular meeting attendees will be listed in a password protected spreadsheet.

How will this data be managed and who will have access to it?

This spreadsheet will be reviewed and updated within 4 weeks of each AGM. The spreadsheet will also be updated within 30 days whenever an individual joins or resigns from the committee, or leaves the school. Old versions will be deleted electronically, and paper versions will be shredded.

The list of names, email addresses and phone numbers will be kept on the Chair/Co-Chair's home computer or laptop. Phone numbers will be kept on the Chair/Co-Chair's mobile phones.

Data will not be shared with any third party, including the school, without individual's consent.

What committee member information will be shared and where?

Names of committee members with specific roles (Chair, Treasurer, Secretary) will be displayed on the SPLAT page of the school website and on the SPLAT noticeboard. Names will be removed within 30 days of a member resigning or ceasing to be in that role, or of leaving the school if no official resignation is received.

No personal email or phone numbers will be listed on the SPLAT page of the school website or on the SPLAT noticeboard. The only contact details will be the SPLAT email address:
splat@stokeinteignheadschoo.org

3. Class representatives:

What information will be collected and kept on PTFA committee members/regular attendees of committee meetings?

Names, email addresses and phone numbers of SPLAT class representatives will be listed in a password protected spreadsheet.

How will this data be managed and who will have access to it?

This spreadsheet will be reviewed and updated within 4 weeks of each AGM. The spreadsheet will also be updated within 30 days whenever an individual joins or resigns from the class rep role, or leaves the school. Old versions will be deleted electronically, and paper versions will be shredded.

The list of names, email addresses and phone numbers will be kept on the Chair/Co-Chair's home computer or laptop.

Data will not be shared with any third party, including the school, without individual's consent.

What class rep information will be shared and where?

Names of Class Representatives will be displayed on the SPLAT page of the school website and on a poster on the SPLAT noticeboard. Names will be removed within 30 days of a class rep resigning or ceasing to be in that role, or of leaving the school if no official resignation is received.

No personal email or phone numbers will be listed on the SPLAT page of the school website or on the SPLAT noticeboard. The only contact details will be the SPLAT email address:
splat@stokeinteignheads.school.org

4. What will not change?

- We will continue to ask the school to send all direct communications to families via the OurSchools App to reduce the need for the PTFA to keep personal information on file long term.
- SPLAT will continue to post PTFA news and event information to our closed Facebook group and on the SPLAT (PTFA) page of the school's website. If you are already a member of the group, this means you have already opted in to view posts in your news feed. We will never post personal contact information to the Facebook group. Membership is at your own discretion and you can unlike or unfollow at any time.
- SPLAT will continue to post PTFA news and event information on the SPLAT (PTFA) page of the school's website.
- Any lost property found at events will be passed to the school office who will pass to the child or their family, or place in the lost property box if unnamed.
- You can still contact SPLAT through the PTFA email address (splat@stokeinteignheads.school.org) and via the school office.
- Flyers providing general information or detail about specific upcoming events may be placed in children's bags. As will anything physical that needs to be sent home – e.g. Bag2school packs, art sheets for Christmas card activities, etc.

So, what do I need to do?

The school will be sending out a consent form requesting parents/carers to give consent for their and their child's data to be used for a range of things. One of the options will be to give consent for news and event information to be sent to them via the OurSchools App.

What if I have any questions?

If you have any questions regarding the PTFA's GDPR policy, please contact the PTFA Chair in person or via email: splat@stokeinteignheads.school.org