



PTFA

Parents Teachers
& Friends Association

PTFA DATA PROTECTION POLICY

What Information is Collected?

The PTFA collects your personal contact information for the purpose of contacting parents/carers for activities relevant to our constitution. Your information will have been passed to us from your class representative, and they should have obtained your consent for doing so, alternatively you have provided this information direct yourself.

At that time, we will also ask you for consent to send you information that may be of benefit to you, your child and the school. **Please note that if you don't provide your consent, we will be unable to send you this information.**

How Do We Store the Information?

All the data is stored on our Google Cloud that is password protected. The password is only known by the Committee and Class Representatives.

How Will PTFA Use My Information?

The PTFA will use your personal contact information for the sole purpose of providing information about the services, events and activities that form part of the social and fundraising objectives within our constitution, to support SS Peter and Paul Primary School. The legal basis for processing information is to pursue the legitimate interests of both the PTFA and the school. You may withdraw your consent at any time.

Will My Information be Passed to Anyone Else?

The information that you provide will be used by the class representative to communicate information on behalf of the PTFA. It will also be passed to the PTFA Committee that manage parents lists. The class representatives may only act on our instructions. Your information is not passed to any other third party or recipient, unless explicitly stated for the benefit of fundraising, where we would ask you to explicitly consent to the transfer.

What type of information will I likely receive?

You will receive information on events from the PTFA Events Calendar. These may come in the form of invitations, suggestions, requests for donations/volunteers/sponsorship/ideas etc. The details may also cover fundraising days/ non-uniform days and other activities for the children to participate. Sometimes the messages may be linked to school related activities to give everyone soft reminders. All the events are not compulsory and do not have any influence on your child's educational outcomes or reports.

What Happens to My Information When It is No Longer Required?

Under the PTFA data retention policy we will ask each parent/carer to verify information for their contacts annually and delete the previous year's list. You can also notify us of changes to your details at any time. You may withdraw your consent at any time.

If you are no longer a parent of the school, you may notify us or your class representative at any time. You can ask to be removed from the mailing lists and we will usually delete your contact details from that list within 7 days.

If you have any queries on the above information, please do not hesitate to contact us on sspeterandpaulptfa@gmail.com.

Thanks again for all your continued support.

Your faithfully

SS Peter & Paul PTFA