Parents Association

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 the PTA need a GDPR Policy?

The PTA GDPR policy explains that the PTA will:

• Only collect information that is needed for a specific purpose

• Keep it secure

• Ensure it is relevant and up to date

• Only hold as much as is needed, and only for as long as it is needed.

What long term information will the PTA request and why?

As the school is now using the Parentmail System, the PTA do not need to keep any contact details on file as all our newsletters and other communications are sent via the school.

Our contact lists of email addresses or phone numbers collected before April 2018 have been deleted.

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

Depending on the event / activity being held, the PA will 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 PA or a teacher to contact the parent or carer should there be an issue during the event.

• Childs name and class. This is to help us organise the check in process for our events to confirm attendance as part of our safeguarding policy.

• Allergy, Dietary or medical information. To ensure we have up to date information for each child to comply with H&S and safeguarding;

This information will be held until the day after the event, where permission slips/Parentpay details, will be securely disposed of. In the case of an event being cancelled the permission slips will still be disposed of and new information will be collected if the event is rescheduled.

Information and third parties.

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

There may be a scenario where the PA will take part in fundraising initiatives from a 3rd party to allow items to be ordered or places to be booked in return for the PA receiving a donation. We will endeavour to ensure that transactions can take place directly with the 3rd party without intervention from the PA. If this is not possible, 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?

All paper forms will be kept in a locked cupboard when not in use.

Information that has been transferred to a computer or was obtained electronically will be kept in password protected files on the PA's google drive.

Who has access to the information?

Only PA committee member (chairperson) is 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 processed for confidential shredding and computer files will be permanently deleted.

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

If we are passed any personal information by a 3rd party which was unauthorised, we will immediately get in touch with you to 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 disposed of immediately.

Will there be any information sharing between the PA and school office?

Due to the Parentmail system there should be no reason for the school to provide the PA with any personal details for pupils, parents or carers. If the PA needs to contact families, they will pass communications to the school who will then pass the information on.

The only scenario where the PA 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.

What will not change?

• We will continue to ask the school to send all direct communications to families via the Parentmail system to reduce the need for the PA to keep personal information on file long term.

• The PA will continue to post all our event information to our closed Facebook group, Twitter, Instagram and advertise events on our Event page and our online Parentpay shop. If you are already a member of the group or follower of the events page this means you have already opted in to view posts in your news feed.

We will never post personal contact information to the group or on the page.

Membership is at your own discretion and you can unlike or unfollow at any time.

• Returning lost property found at events will be passed to the school office who will pass to the child or their family.

• You can still contact us through out PA email, our social media accounts and via the school office.

• General information may be placed in children's book bags if we have anything physical that needs to be sent home (for example Bag2School packs or Art sheets for Christmas card & gift activities)

What do I need to do?

There is no action required from families at this point.

What if I have questions?

If you have any questions regarding the PA's GDPR policy, please contact the PTA Chair in person or via email Pa@mosspits.com

Kind regards

Nina Thompson
Chairperson and Treasurer
Mosspits School