**Great and Little Shelford School PTA Statement on GDPR and Data Protection**

*Based on guidance from the Information Commissioner’s Office and Parentkind (a member organisation for PTAs in England, Wales and Northern Ireland)*

**What data we store**

During the normal course of our activities we may on occasion need to store and process certain information. This may include:

* Names of you and dependent offspring attending the school if relevant
* Email addresses
* Home addresses
* Phone numbers
* Photographs/Images/Video
* Dietary requirements
* Age
* Financial details

This will be collected from you with your knowledge for a specific and defined purpose. Any such information will be kept for as long as is required to fulfil the purpose for which it was gathered.

Data may be stored electronically (such as in emails, documents, or in online survey and forms software) or in hard copy (for example on forms or lists). Any data stored will be kept for the duration stated in the appropriate data retention schedule but typically will only be kept for as long as it is used for the defined task you provided it for.

**Why we collect your data**

Information is gathered for:

* Provision of goods or services
* Administration of events
* Competitions
* Charitable activities such as raffles
* To process payment
* To record and thank donors

**How we process your data**

Data we store will be used for a defined stated purpose which may include:

* Processing payments
* Administering events
* Sending items or documents to you
* Applying gift aid to a donation

All data processed by Shelford School PTA is handled confidentially and in accordance with GDPR.

**Basis for processing**

Where we process your data, we do so on the basis of Legitimate Interest. This means we process your data in order to conduct our essential business and deliver those services to you which you have opted to receive.

In addition, the majority of data we collect and process is provided by the data subject (the person whose data it is) directly for a specific purpose. This constitutes active opt in consent.

**Third party data processing**

Rarely, we may need to use a third party to process your data. Where this is necessary, we will only use such other parties as are also in full compliance with GDPR and only for defined and time limited purposes and only where it is absolutely necessary in order to fulfil our stated purpose in gathering the data.

We will never sell your data or otherwise provide it for any other purpose.

**Information about GDPR**

You can read about the GDPR on the Information Commissioner's Office website here:

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>

A summary can be found below.

Information which gives details on anything at all about a living person is likely to be covered by GDPR regulation, regardless of whether the data is in digital or hard copy format.

Processing can mean doing something with the data, such as using it to send an email, or sharing a list of names with the PTA Treasurer so they can be matched up with event payments, house T-shirt payments etc. N.B The storage of data is also included as "processing". For example, 3-year-old lists of names and telephone numbers sorted alphabetically by surname in a PTA filing drawer are also covered by GDPR regulation.

GDPR regulation applies only when what is done involves the processing of personal information. For instance, if the PTA produces a general newsletter, and asks the school to put a copy in every book bag, because they are not addressed to anyone, and you have used no personal data such as email or name and address to send them, then this is not covered. Conversely, if the newsletter goes by email, all the email addresses it is sent to are personal information of the recipient, therefore it is covered.

*[Updated 28 October 2020*]