

Privacy Notice

Boxmoor Primary School Parent Teacher Association



Boxmoor Primary School PTA - Privacy Notice

1. IMPORTANT INFORMATION AND WHO WE ARE

Boxmoor Primary School Parent Teacher Association ('**Boxmoor PTA**') is a data controller and responsible for any personal data it holds about you and your children. Personal data is data that relates to a living individual who can be identified from that data. We might be able to identify you from the data itself or by linking that data to other information we have access to.

Please take the time to read this Privacy Notice, and if you have any questions about this notice or our data protection practices please contact Julia Margree, the Chair of Boxmoor PTA, at PTA@boxmoor.herts.sch.uk.

CONTACT DETAILS

Our full details are:

Boxmoor Primary School Parent Teacher Association

Charity Number: 1114344

Data Protection/ Information Commissioner Registration Number: ZB188130

Postal Address: c/o Boxmoor Primary School

Cowper Road

Boxmoor

Hemel Hempstead

HP1 1PF

Email address: PTA@boxmoor.herts.sch.uk

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

2. THE DATA WE COLLECT ABOUT YOU

We may collect and use personal data about you including:

- Your name
- Your email address
- Your telephone number
- Your child's name and year group.

3. HOW YOUR DATA MAY BE COLLECTED BY US

Data may be provided to us directly by you, or by Boxmoor Primary School when:

- You agree you would like to receive communication via Parentmail about various PTA events and activities
- You register for you/your child/your children/your family to participate in a PTA event/activity
- You provide emergency contact details when your child attends a Boxmoor PTA event/activity
- You purchase items made available via Boxmoor PTA
- You volunteer to help with/at a PTA event/activity
- You contact us about offering your goods and services.

4. HOW WE USE YOUR PERSONAL DATA

We will only use your personal data for the purpose for which we collected it, which may include the following:

- to notify and update you about Boxmoor PTA news, events, meetings and activities, and invite you to the same
- to manage the participation and attendance of children, parents, guardians, and school staff at Boxmoor PTA events
- ask for volunteers to help run, organise and support Boxmoor PTA events and activities, (including asking for prize donations), and to communicate with volunteers about their involvement in a specific event/activity
- to notify winners of events and competitions
- to process and fulfill any event or item purchases made by you from the Boxmoor PTA
- to engage you to provide goods and/or services to the Boxmoor PTA.

Please Note: General communications to members of the PTA (i.e. all parents, carers, guardians, staff, etc.) are sent by the School Office via Parentmail on the Boxmoor PTA's behalf. The Committee does not hold a database of email addresses and contact details for these purposes.

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. Where we need to perform a contract we have entered into with you.
2. Where we need to comply with a legal obligation.
3. Where it is necessary for legitimate interests pursued by us or a third party and your interests and fundamental rights do not override those interests.
4. Where you have given your consent for us to use your personal data for specific purposes.

5. HOW WE SHARE AND STORE YOUR PERSONAL DATA

We will only share your personal data outside of the Boxmoor PTA Committee and Boxmoor Primary School staff with your consent, or if necessary to perform a contract with you (for example, with a carefully selected third party provider for fulfillment of a bespoke Christmas card order), or if required for legal or regulatory reasons.

All personal data is held by the Boxmoor PTA Committee securely. All personal data held electronically is stored in password protected files on the password protected computers and laptops of Boxmoor PTA Committee members only. Passwords to the Boxmoor PTA email account and relevant files are changed regularly. Personal data held by the Boxmoor PTA is kept to the minimum and we will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, insurance or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for

which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

When the relevant data retention period has passed, information stored in electronic files will be permanently destroyed and any information held in paper form shall be disposed of confidentially.

6. YOUR LEGAL RIGHTS

Under certain circumstances, you have rights under data protection laws in relation to your personal data including the right to receive a copy of the personal data we hold about you, the right to request your personal data is erased when it is no longer necessary for us to keep it, the right to request we correct or update any personal data we hold about you, and the right to make a complaint at any time to the Information Commissioner's Office, the UK regulator for data protection issues (www.ico.org.uk).

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Boxmoor PTA via PTA@boxmoor.herts.sch.uk. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

7. CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

Last updated September 2021