

Section 1 – Widmer End School Association and GDPR

Who are we?

Widmer End School Association is a volunteer organisation that is a separate body from Widmer End School (although we fundraise for the school). The School Association is governed by the rules laid out in our constitution and by the legal body, The Charity Commission. The School Association is registered with the Charity Commission (Charity Number 1073651). The School Association is run by a committee made up of parent and teacher members.

The PTA Chairs can be contacted via email pta@widmerend.bucks.sch.uk or via the school office.

What do we do?

Throughout the school year, events and activities are organised and run by the School Association, often with the help of volunteers from the school and local community, the aim being to raise money to buy additional resources for the school to enhance the children's learning environment and experience, and also to support the community within the school.

We market and promote our events to the school community. This could be through a letter/flyer in bookbags, posters up around school or posting on the PTA page of the school website. We communicate with parents through email communication sent via the school. We also utilise a closed Facebook group as a communication tool.

When we run many of the fundraising events, we require information of attendees and parent volunteers to ensure the smooth running of the event and the safety of all attendees.

Note: Widmer End School cannot share any personal information with the School Association without obtaining permission beforehand. The School Association are also not permitted to share information with the school without prior permission.

GDPR and the School Association

This policy demonstrates the following:

- We will only collect information that is needed for a specific purpose;
- We will keep that information secure;
- We will ensure that data is relevant and up to date;
- We will only hold as much data as is needed, only for as long as it is needed.

Personal Data – What is it?

When collecting data, the School Association may require yours and/or your children's personal information. The personal information that the School Association is most likely to process would be names and contact details (such as email addresses or phone number) to confirm attendance or participation and dietary requirements for Health and Safety reasons.

What is the legal basis for processing your personal data?

Consent

- Your consent to receive 'marketing' information related to School Association activities through the school has been requested (by the school).
- Your consent for personal information to be shared between the school and the School Association has been requested via the school.
- We have asked for your consent to contact you on an individual basis related to a specific fundraising event or activity.

If you wish to opt out at any time, please send an email to pta@widmerend.bucks.sch.uk.

Legitimate Interest

From time to time, we might have a legitimate interest to contact anyone who has not given consent. We might have a legitimate interest to hold information on you or your child. You have a right to object to us holding or processing this information and we would investigate and tell you in writing why we are holding it.

Vital Interest

For any activities where your data is used to protect from serious injury or death (for example, food allergies or child safety on Hot Dog Day, Cinema Afternoons, Discos) we will process this data as a Vital Interest.

Legal Obligation

It is still our legal obligation as a registered charity to send committee members' details to the Charity Commission. Therefore, we can legally hold this information without permission.

Contracts

For certain fundraising events, the School Association may use a third party to provide a service or complete an order. For example, a contract with a bouncy castle supplier or the PTA acting as a middle-man between parents and a supplier for ordering of merchandise. In both examples, the PTA can hold and process the data for as long as is necessary to complete the task.

Section 2 - How does the School Association process personal information?

Processing and Storage of Personal Data

For parents and children of Widmer End School:

What information is collected and when?

The School Association does not utilise or hold any long-term electronic database (such as 'Classlist') containing personal data relating to parents or children at the school. The School Association utilises 'PTA-Events' as a ticketing and event-registering system. The School Association Committee use Dropbox as a secure tool for sharing files relating to the events and fundraising activities that it runs.

At the time of a School Association event, if you wish to participate, we will request relevant data from you about yourself or your children to enable us to run the event successfully. For example when:

- Purchasing tickets for or registering your attendance at fundraising events organised by the School Association;
- Ordering Christmas Cards, Books, or other school merchandise (for example, eco bags, tea towels)

For many events, this information will be collected through the website 'PTA-Events' where you can make payment (if required). Please see the Data Privacy Policy available through PTA-Events, that provides further explanation about how your personal data is held and processed through this website. By registering with PTA-events and signing up to an event, the School Association has the ability to communicate via email with all participants/attendees. The School Association currently does not utilise PTA-Events to send marketing communications such as newsletters, however we have asked that you give your consent to receive these, should we do so in the future.

For a particular event, we will ask you for relevant information which may include:

- Your name
- Your child's name
- Your child's class, or whether in Infants or Juniors
- Dietary requirements
- Your signature

The PTA-Events platform allows the School Association to output reports per event (for example, lists of attendees, list of tickets bought). We will use this information to monitor sales, buy stock/provide catering according to the number of attendees, and, where required, run a register of attendees for the event.

Images and Videos - if any images/photographs/videos of your children are to be taken, for example for the purpose of Christmas or Leavers Productions or for Mother's Day or Father's Day personalised gifts, permission for this will be requested at the time specifically for the activity in question.

Providing we have received consent, there are also times when we will ask **the school** to provide your children's data which includes but is not limited to:

- Children's names and class
- Dietary requirements

Who has access to the information?

Only School Association Committee Officers are authorised to access to the information available to administrators on PTA-Events. The Chairs and Treasurer currently have administrative roles for PTA-Events. It may be necessary to pass some information to other committee members. Reasons include, but are not limited to, distributing items to classes/classrooms, confirming event attendance, passing allergy information to First Aiders or people providing refreshments during an event.

How is information shared?

The School Association Committee will ensure correct and consistent processing of personal information, appropriate usage of computer applications and communication methods. This applies to when personal information is output from PTA-Events for the running of a School Association event.

- Any documents sent between School Association Committee members or to external third parties that contain personal information will be password protected.
- When using personal computers, School Association Committee members will ensure that any document that contains personal information will be password protected.
- The School Association committee utilise Dropbox as a secure tool for sharing documents. Should Dropbox be used for the processing of personal information specific to an event or activity, the documents will be stored in protected folder with limited access.
- During an event, paper copies of data will be held by the PTA Chairs or Event Leader in a central clipboard, to ensure the smooth and safe running of the event. When not in use, this information will be stored in a locked cupboard (PTA Cupboard) or office (Head-Teacher's Office).

Retention of Data

After a School Association event/activity:

- any paper documentation containing personal information will be shredded one day after the event.
- PTA-Events - When an individual event is set up, we are asked for how long after the Personal Information requested for the data will be available to us and we will select the appropriate timeframe before the data is purged. The standard time frame for this is 30 days. Please refer to the DPP on PTA-Events for further information.
- The School Association will retain statistical information such as numbers of attendees without the associated personal data.

Section 3 – Social Media

Widmer End PTA School Facebook Group

The Facebook group is used to communicate with parents regarding School Association events and activities that take place at the school and within the school community. It is also used to ask for volunteers and for help at our events within the school community

The Facebook group is a closed group which requires active request by parents for membership. The group is for parents of current pupils and school staff only to share news about upcoming fundraising events. Any requests to join must answer questions to confirm their connection to the school.

There are three administrators for the page – PTA chairs and treasurer. On a yearly basis (September), the group membership is reviewed and parents who have left the school will be removed.

The School Association does not post personal information on Facebook. No photos of adults or children are posted without prior permission.

Paper Marketing

From time to time, we will send letters or flyers to all families via children's bookbags. This is considered indirect and therefore not subject to GPDR.