

Wildmoor Heath PTA Privacy Notice

Wildmoor Heath PTA will, from time to time, collect the personal data of children and parents. This data may include: parent/carer name, parent/carer contact number, parent/carer email address, parent/carer social media profile, child name, child class, allergy information, dietary requirements.

Data collected for the purpose of attendance at events:

Data collected for attendance at specific events will be via consent form and will only be held whilst needed for the running of each event. The data will be stored as hard copy and sometimes on a spreadsheet, for the purpose of managing the event safely and effectively. Hard and soft data will be deleted/destroyed after each event.

Data collected for the purpose of volunteering for the PTA:

Data collected for the purpose of volunteering for the PTA may be collected in a number of ways, all of which are with your direct consent only, such as: through consent forms, via PTA class reps, via the school office, via social media, through direct communication with a PTA committee member.

If you are volunteering for a specific event the data will be stored as hard copy and sometimes on a spreadsheet, for the purpose of managing the event safely and effectively. Hard and soft data will be deleted/destroyed after each event.

If you are volunteering on an ongoing basis your name may be stored by the PTA in documents such as meeting minutes, group email lists etc. This will only be with your consent and you can ask to be removed from these at any time. Any data held about you will be deleted when your child leaves Wildmoor Heath School.

Sharing your data:

Wildmoor Heath PTA has a legitimate interest to share your data with Wildmoor Heath School to ensure the safe and effective management of events. If you provide data only for the purpose of attending PTA activities and events, we will not share your data with anyone else.

If you provide your data for the purpose of volunteering it may be shared with other PTA members in the form of rotas etc. Your name may also be shared publicly if it is contained in meeting minutes which are posted onto the school website. You can request that your details are omitted from minutes via the PTA Secretary.

PTA communications:

The majority of PTA communications to the school community are sent by the school office, on behalf of the PTA. The PTA does not hold any parent/carer data for these communications. The PTA has a legitimate interest to send you these communications to keep you informed about the events and activities your child can access.

In addition parents/carers can give their consent to be added to the PTA class communications list for their child's class, which is managed by a class rep. Your contact details, (phone number/email address/social media profile) will be held by the class rep on a laptop/PC/mobile device for the

purpose of receiving communications relevant to you/your child. You can be removed from this list at any time.

Data relating to committee members may be held by the school and by other PTA committee members to manage PTA communication and activities. If you join the PTA committee your details will be added to relevant email and messaging groups for this purpose. Meeting agendas, minutes and other relevant information will be shared via an opt-in email group to those people who attend PTA meetings and engage in PTA activity. Members of the PTA (all parents/carers, staff and governors) can request to be added to this group. You can also request for your information to be removed at any time. Your details will be removed when your child leaves the school.

PTA meeting minutes will also be available on the school website.

If you wish any of your personal data held by the PTA to be removed/deleted, please contact the PTA Chair via the school office or by emailing ptawildmoorheath@gmail.com.