



Privacy Notice

Introduction

Inkersall Primary Academy Parent and Teachers Association was established in 2018

As a PTA our main objective is:

To provide closer links between home and school and bring staff and parents together socially in support of the school, working towards a common goal to raise funds to buy vital resources and provide the children with stimulating extra-curricular activities and experiences while at school. To further this objective Inkersall Primary Academy PTA organises events, some of which involve the collection, gathering and processing of information that is considered personal data.

Personal Information

Personal information is classed as anything that can identify an individual e.g. Name, address, phone, email, medical history and dietary requirements.

The way in which the PTA processes this type of information must comply with the requirements of the General Data Protection Regulations (GDPR)

Information Register

For each of the PTA's business activities that use's personal information, details are provided on our information register about what information we collect, how we use that information, how long we keep it for and what happens to your information when it is no longer required.

To process personal information - Data protection law generally requires one or more of the following to apply:

- We need consent from the person whose personal information is being processed. This will apply where we are using your information for marketing purposes
- We are required to process personal information to comply with a legal obligation
- The processing is necessary to protect the vital interests of the person whose information is being processed or another person

For information, any new legislation that is passed by the UK Parliament that relates to the way in which personal data is processed will automatically apply to PTA activities.

Your Rights – You have the right to:

- Request access to your personal information
- Request rectification of your personal information which means you are able to have inaccurate personal information corrected without undue delay
- Request erasure of your personal information when certain conditions apply
- Restrict processing under certain circumstances
- Object to processing
- Data portability in some circumstance

There may be occasions when the PTA is unable to comply with requests to exercise the rights above. Should this apply to a request you make, it will be explained to you why the PTA is unable to comply with the request and any options available.

Where your personal information is being processed using consent, one further right is the right to withdraw your consent at any time. You should be aware that, while the PTA will stop using your information for that purpose with immediate effect, it may not always be possible to remove information from the public domain, for example where it has been used in hard copy publications. You should also be aware that the ability to withdraw consent only applies to information considered to be personal. It does not usually apply to information about groups or organisations.

You may withdraw your consent at any time for allowing your information to be used for marketing purposes.

Complaints

Should you be unhappy with the way in which Inkersall Primary Academy PTA have processed your personal data, we would like to try and resolve this directly with you in the first instance. Please contact us at inkersallpta@hotmail.com to discuss your complaint. If you are unhappy with our approach, ultimately you have the right to lodge a complaint with the Information Commissioner, who regulates data protection legislation across the UK. Their contact details can be found at <https://ico.org.uk/>.

We will not give information about you to anyone outside the PTA and school without your consent unless the law and our policies allow us to.

Privacy Notice devised 2018 and reviewed May 2019, to be reviewed after the AGM 2020