

## **PRIVACY POLICY - THE WILLOWS PTFA Dated: 25 MAY 2018**

The Willows PTFA operates a Parent, Teacher, Family Association supporting the Willows Primary School, Stoke-on-Trent.

The purpose of The Willows PTFA is to provide fund-raising events for the school, its pupils and families. To this end, the PTFA shall collect, hold and process Personal Information during the course of its duties. The collection, storage and processing of such information shall either be in the form of hard copy or electronic communication.

### **INFORMATION WE COLLECT**

The PTFA may hold all or some of the following personal information about you and your children:-

- Names
- Home Addresses
- Email Addresses
- Telephone Numbers
- Ages
- Class Number
- Dietary Requirements
- Medical History (only when appropriate)

### **HOW THE PTFA USE PERSONAL INFORMATION.**

The PTFA shall collect, hold and process such information in order to advertise events, organise and actively manage events, invite parents or grandparents to PTFA meetings, or to ask for volunteers.

### **DISCLOSURE OF PERSONAL INFORMATION**

The PTFA will not share pupil information, teacher information or parent information with other third parties, without their consent.

### **WHERE WE STORE YOUR PERSONAL INFORMATION**

The personal information collected by the PTFA shall be stored in hard copy in securely locked cabinets or stored electronically, on password protected computers, supported with up-to-date Anti-virus software.

Personal information collected for events will be securely destroyed immediately after the event.

### **CONTACTING US**

Questions, comments and requests regarding personal information that we hold, or regarding this Privacy Policy, are welcomed and should be addressed to: **willowspfta@gmail.com**

## **PRIVACY STATEMENT - THE WILLOWS PTFA**

**THIS PRIVACY STATEMENT IS EFFECTIVE AS OF 25<sup>TH</sup> MAY 2018**

The personal data that the PTFA collect will be used for the following purposes:-

- To advertise events organised by the PTFA
- To actively manage events organised by the PTFA
- To invite parents and family members to PTFA meetings
- To ask for volunteers.

The security of your Personal Information is important to us. Any Personal Information the PTFA holds will be stored securely in locked cabinets for hard copy information or stored electronically on password protected computers, supported with up-to-date Anti-virus software.

The PTFA consider the fundamental rights and freedoms, including the rights to privacy of the person

You have the right to withdraw your consent to the PTFA collecting, holding or processing Personal Information, should you wish to do