

# Long Crendon School PTA - Your Data

## For Parents

All parents are members of the PTA, and can therefore legitimately expect to receive communication from them from time to time.

These communications will take the form of:

- Information about upcoming events, requests for volunteers, notices, and updates via Parentmail, our Facebook groups, letters in bookbags, etc.
  - The PTA doesn't have direct access to Parentmail, and you control what Facebook groups you belong to and how much personal information is visible to others in the group. All the PTA's Facebook groups are private and moderated. Members are accepted by admins from your Class, or by invite only.
- Your PTA Class Reps may email you directly, send you a text, WhatsApp, or Facebook message to provide information about class trips, PTA events, social events, homeworks, mufti days etc.
  - The Class Reps are responsible for holding your email and other personal data in a secure way. This data is only available to your Class Rep, and is not shared among the PTA Committee. Your PTA reps will keep your email address private in mass-mailings (via BCC). You can request that your email, phone number or other information be updated or removed entirely from communications by contacting your Class Rep.
  - We recognise that there is a blurred line between PTA and personal communications among parents. We don't want to make things more complicated, but we want to offer you the chance to ensure your data is held and used in a way that you're happy with.
- Occasionally, your name (or names of your family, guests or children) may be passed on from your PTA rep to the PTA Committee, in relation to attendance or participation in specific events.
  - If you have previously volunteered for a PTA event, the subcommittee for that event, and the PTA Officers may have your email address and other personal information that was pertinent to that event (for example, your address if you agreed to display a Fireworks marketing board, or your child's name if they took part in the Sponsored Cycle). Data held by the PTA is held solely on the PTA Google Drive, in lockable files if it's in hard copy. All copies of personal data have been deleted from individuals' personal computers, and where they are stored on the Drive, access is by invite only or is password-protected.

- If you have a question or concern about your data, please contact [longcrendonpta@gmail.com](mailto:longcrendonpta@gmail.com).

## For Members of the Public

- We like to engage with the wider community to our mutual benefit. Therefore we may communicate with you via leaflets through your letterbox, notices in local newspapers or local Facebook groups, posters or through word of mouth.
- If you attend one of our PTA events, rest assured that any personal information we collect is treated with respect. We may share your details with other PTA members who are involved with running the event, but we destroy that information once the event is over. We don't share your information with third parties, unless it is specifically for the purposes of running that event, and we will advise you who those third parties will be in advance.
- We use the following systems, which under GDPR are known as Data Processors:
  - Facebook (for communicating with the public)
  - Google Drive (for securely storing our PTA documentation)
  - iZettle (for taking card payments at events)
  - PayPal (for processing card or online payments)
  - TicketTailor (for booking and paying for tickets at some events)
  - Easyfundraising.org.uk (you are in charge of your own data here and we only ever see you First Name and initial of your Surname).
- If you have any questions regarding our privacy policy or your data, please email us at [longcrendonpta@gmail.com](mailto:longcrendonpta@gmail.com)