



Privacy Notice for the PTA and storing pupils/parents information (How we use pupil information)

This document provides insight into how information about pupils is used by the PTA.

The categories of pupil and parent information which is collected directly from the parents, include:

- Pupil personal information (such as name, address, dates of birth, class and parental contact details)
- Parent personal information (such as name, address, contact details)
- Class teacher and year information
- Dietary and medical information

Why we collect and use this information

We use this data:

- to organise pool club rotas and pool training
- to organise PTA events.
- to provide information of the PTA officers and class reps
- to keep pupils safe and healthy (e.g. food allergies, or emergency contact details)

The lawful basis on which we use this information

We collect and use pupil information under section 537A of the Education Act 1996, section 83 of the Children Act 1989 and The Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR)/Data Protection Act 2018.

Collecting pupil/parent information

All pupil and parent information is provided directly from the parents and never from the school. This information is collected and collated for specific reasons ie Try-a- tri, pool membership, Easter egg hunt etc.

Storing pupil data

We hold pupil data on computer drives and cloud-based computer systems, as well as on paper. Some personal data is sent via email on a needs to know basis, such as carrying out pool work/rotas/training/emergency contacts. The PTA holds this data securely and deletes or shreds paperwork after each event, only logging basic parent details for future information and proof for possible matched funding from their companies.

Who we share pupil/parent information with

We share pupil and parent information in the following circumstances with other parents and the school:

- Pool club rota
- PTA events ie try-a-tri, Christmas and summer fayres etc
- Parental communications services ie Parent mail



Why we share pupil information

We only share information about pupils and parents for a specific event with other members of the PTA or to advise others of the PTA officers or event leads or where we have obtained any necessary consent. We will not share your data if you have advised us that you do not want it shared, unless it is the only way we can make sure those concerned stay safe.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, please contact the PTA using the details at the end of this document.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to get a copy of the information about you that Wokingham Local Authority shares with the DfE or how they use your information, please contact Data Protection Officer, Wokingham Borough Council, Shute End, Wokingham RG40 1WH. More information and an online form are available via this link: <http://www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

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