

Privacy Notice (How we use school information)

This privacy notice explains what personal data is collected, why we need it and what is done with it. All personal information provided is treated as confidential and used in the normal course of arranging and undertaking STRS PA activities over the academic year.

The categories of school information that we process:

- personal information for volunteers (name, contact number, email address)
- student contact information (name, form, parent's name)
- personal information for uniform shop clients (name, contact number, email address)
- financial information for 100 club members (name, banking details)
- supplier information (name, contact number, email address)

Why we collect and use school information

We use above mentioned data to:

- a) organise and carry out PA-led fundraising activities for the school
- b) support school activities where volunteer assistance is required
- c) enable individuals to be paid

Under the General Data Protection Regulation (GDPR), the legal bases we rely on for processing personal information for general purposes are section 1(a) and 1(f) Article 6.

Collecting school information

We collect personal information via school notification of PA activities requiring support, uniform order forms, 100 club application forms, raffle ticket forms, silent auction forms and other similar activity based forms.

Specific data such as name and contact number, is essential for the PA's operational use. Whilst the majority of personal information provided to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, at the point of collection we will inform you, whether you are required to provide certain information to us or if you have a choice in this.

Storing school information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please contact the PA Chair at the following email address - PAChair@STRS.org.uk

Who we share school information with

We do not share this information with any person or organisation outside the school. We do need to share specific information with certain school staff to ensure coordination of events and activities.

Why we would share school information

We do not share information collected for previously mentioned purposes with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please contact the PA Chair on PAChair@strs.org.uk

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
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact Dave Dempsey at the following email address dd@strs.org.uk

Contact

If you would like to discuss anything in this privacy notice, please do not hesitate to write to PAChair@strs.org.uk