

PRIVACY STATEMENT ST EDMUND'S PSA

In order to meet its responsibilities as a charity, St Edmund's Catholic Primary School PSA (Primary School Association) collects, holds and processes personal information.

Where personal data is involved, such as your name and address, the PSA must comply with the General Data Protection Regulations (GDPR) Data Protection Act 2018 (Formally the Data Protection Act 1998).

What Personal Data do we hold

In the past, class representatives and PSA committee members have often held email addresses of parents and other contact details. Due to the new data regulations this is no longer permissible. The PSA is now planning to use the Classlist app along with Facebook and our PSA website as the only means of communication with our parents and members. These are all opt in facilities (or read only facilities) and therefore comply with the new data regulations.

Why do we need your personal data (contact details)

- To allow the PSA to communicate with you and provide appropriate information on events and fundraisers
- To seek help to organize or run events and fundraisers
- To invite or provide details of meetings
- To facilitate the everyday running of the charity
- To protect individuals from harm or injury
- To make payments for expenses incurred for PSA events

How we take care of your personal data

The PSA will use electronic, rather than paper records in relation to personal data. However in some instances hardcopy records are required this is usually only treasury related or in relation to constitution documents and will only affect a small number of parents often those directly involved in organizing events. We ensure your personal information is securely and safely held electronically or in paper format where relevant (see above). All electronic information will be held in a password-protected account (currently the PSA Gmail account) or within Classlist. We aim to use Classlist as our main form of communication with parents as this is an 'opt-in' app that does not share information unless the parent permits this. We ensure information is not kept longer than necessary. That is, not beyond the charities need or beyond the period of time that a parent's child attends St Edmund's School or at a parents request to delete contact information. Redundant data is permanently deleted or disposed of securely by either shredding or deleted from the Classlist app or the gmail account. Reps are trained to properly handle personal information. A failure to take proper care or misuse of information may be treated as a disciplinary matter.

Categories of recipients of the personal data /sharing your personal data

We will not share your personal data with other organisations.

Your personal data will only be used by members of the PSA committee or Staff at St Edmund’s school.

Provision of personal data

We will only use Classlist which is an opt in website/app, parents can choose how much personal data is disclosed to others through this app.

Voted in members may also be contacted by the chair and other voted in members through the PSA gmail account which is a secure password protected account.

Your rights and requests about the information we hold

You may request access to personal data we may hold about you. Please email the stedmundpsachair@gmail.com to make this request which we will aim to respond to within 14 working days.

If you would like us to remove any records of your personal data we hold, please email stedmundpsachair@gmail.com any requests will be dealt with within 14 working days.

I.....agree on this date.....
that I have read and understood this document and I am happy for voted in members of the PSA to keep and use my personal data as described above for as long as I am a member of the PSA.

Signature:.....