

Ranelagh PTA Privacy Policy

Introduction

This privacy policy explains what to expect when Ranelagh PTA collects and uses your personal information. We encourage you to read this carefully and if you'd like to learn more about our data protection and privacy policy or get further clarification, please contact our friendly PTA and we will be happy to assist.

We at Ranelagh PTA are committed to protecting your privacy and ensuring the personal information you have entrusted to us is processed in accordance with the Data Protection Act 1998 and the Electronic Communications Regulations 2003. These laws are being updated in May 2018 to strengthen your rights and give you control over the personal information that organisations hold about you.

This privacy policy governs our data collection, processing and usage practices. It also describes your choices regarding use, access and correction of your personal information. By sharing your personal data with us you consent to the data practices described in this privacy policy. If you do not agree with the data practices described in this privacy policy, you should share your data with us.

Information We Collect

We collect your personal information in the following ways:

When you Give it to Us Directly

You may provide us with your personal information directly in the following ways:

- Joining Ranelagh PTA as a member - all parents and carers are automatically members of the PTA when their child joins Ranelagh school
- In person, by email, phone, through the post or at an event
- Contacting us through the school website
- Contacting us through social media
- Agreeing to receive our email promotions
- Making a booking for an event
- Entering a Ranelagh PTA competition
- Signing up as a volunteer using our third party volunteer signup site

When you Give it to Us Indirectly

When you engage with our social media accounts we may also obtain your personal information, such as through Facebook depending on your settings or the privacy notices of these platforms and messaging services. You can change your settings by referring to their privacy notices for details on how to do this.

The Legal Basis for Processing your Personal Data

The legal basis for processing the personal data of Ranelagh PTA members is legitimate interest which means that we have respectfully considered the need to process your personal data and your

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rights as an individual when carrying out these data processes and we believe our contact with you is linked to legitimate organisational purposes (outlined below).

The legal basis for processing the personal data of companies who have donated to the school PTA is legitimate interest.

Personal Data about Children

We are committed to safeguarding all children who are members of Ranelagh school and in recognition of the need to provide additional privacy protections for children to ensure their privacy and safety is achieved we adhere to the following guidelines:

- Written permission from parents or guardians will be obtained before processing data about children under the age of 13.
- We do not publish private information about children ever.
- Children must be over the age of 13 to follow us on Facebook.

We do not knowingly disclose personal information about users under age 13 except as permitted by law.

How We Use Your Personal Information

We collect relevant personal information depending on the interaction you have with us. Personal information is anything that can be used to identify you as an individual. It can include names of parents or guardians, email address, telephone/mobile numbers, names and forms of your children. These personal details may be obtained for any of the following reasons:

- to process and fulfill all PTA activities including administering all fundraising events.
- to process enquiries you place with us through our website, by post, in person or by telephone.
- to keep a record of your relationship with us and for administrative purposes (such as our accounting and consent record-keeping to ensure we know when you prefer not to be contacted).
- where the processing enables us to enhance, modify, personalise or otherwise improve our services / communications for the benefit of our members.
- to identify and prevent fraud.
- to send marketing information to you which we think may be of interest to you by post, email, SMS or other means.
- to determine the effectiveness of promotional campaigns and advertising.

We use the information we collect only in compliance with this privacy policy. We will never sell your personal information to any third party. Whenever we process data for these processes we will ensure that we keep your personal data rights in high regard and take account of your rights.

How We Store Your Information and Keep it Safe

Ranelagh PTA takes data protection very seriously. We make it a priority to ensure that we have the right level of controls, interventions and processes in place to ensure we keep your personal information safe. However, the nature of data transfer – especially online – is never fully secure, so we cannot guarantee the complete security and protection of it when it is outside of our control. Be

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assured that once we have your personal information, we do all we can to ensure that we have the systems and processes in place to safeguard it including using encryption when needed.

Personal data you provide to us is stored securely on cloud-based servers within the EEA and can be shared with PTA members who are given appropriate authority to process data in order to organise events and fundraising activities.

Where we work with external companies to collect and process your data for us on your behalf (such as to process volunteers using the SignUp website) we ensure these companies adhere to our privacy policy and have rigorous security and data protection processes in place.

Where we have given you (or where you have chosen) a password which enables you to access certain websites, you are responsible for keeping the password confidential. We ask you not to share a password with anyone.

Only authorised committee members have access to your personal information, and only if essential. They are trained to understand the policies, processes and protocols for keeping your information safe.

We have robust internal procedures for storing, protecting and deleting any paperwork relating to our members and contacts.

At times we may share links to other websites and use social media platforms such as Facebook. We are not responsible for these sites – refer to their own privacy policies to learn more.

Data Breaches

In the event of a data breach, we shall ensure that our obligations under applicable data protection laws are complied with where necessary.

How Long We Keep Your Data

Ranelagh PTA will only keep your personal information for as long as it is required and in accordance with statutory requirements. For example, HMRC requires that we keep a record of all financial interactions and your name and address for seven years from the date of your last transaction.

When there is a legitimate interest for us as the Data Processor to retain your personal information such as to inform or communicate with you as a PTA member, we shall retain the personal information for this purpose only. Where the information is no longer required, we will ensure that it is disposed of in a secure manner.

If you have indicated that you do not wish to hear from us in the future, we will keep the minimum information necessary to ensure we avoid contacting you any further.

Who We Share Your Information With

Ranelagh PTA Committee

Data may be shared with the Ranelagh PTA Committee as part of organising events but only if necessary.

Compelled Disclosure

We reserve the right to use or disclose your personal information if required by law or if we reasonably believe that use or disclosure is necessary to protect our rights, protect your safety or the safety of others, investigate fraud, or comply with a law, court order, or legal process.

Sharing Your Information with Trusted Third Parties

We share your personal information with trusted third parties when it is necessary, such as when we conduct mailshots by post to businesses to seek donations as part of our fundraising efforts.

We monitor information security compliance and require all third party providers to process your personal information only on our instructions and in accordance with applicable data protection and privacy laws.

How to Access Correct or Delete Your Personal Information

Ranelagh PTA acknowledges that you have the right to access your personal information and we are responsible for correcting, deleting or updating information that we have collected.

Upon request and subject to proof of identity Ranelagh PTA will provide you with information about whether we hold any of your personal information. If your contact details change, or you believe the information we hold about you is out of date or inaccurate, please get in touch to update us in the following ways:

pta@ranelagh.bracknell-forest.sch.uk

Data Protection Officer, Ranelagh PTA, Ranelagh Dr, Bracknell RG12 9DA.

We will respond to your request within a reasonable timeframe and notify you of the action we have taken. Actions will be carried out within a month, and the likelihood is it will be much sooner.

Your Marketing Preferences

Communication with Ranelagh PTA Members

We believe we can use legitimate interest as the legal basis for processing PTA members' personal data.

However, we respect members' individual preferences and therefore they have the right to opt in or opt out to receive their communications either by email, post, telephone or texts.

We will use a member's personal data to send Ranelagh PTA news, details about forthcoming events, requests for donations and contributions, and appeals for volunteers to help at events. The preferred means to communicate with parents and carers is by email via the school as this cuts down on costs and is an efficient way to contact people.

Communication with Businesses

However you contact Ranelagh PTA we will reply using your preferred means of communication, either by email, post, telephone or texts.

If you have kindly donated to Ranelagh School in the past we will send you infrequent letter and email appeals seeking further donations or to trade goods at one of our events. You may ask to be

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removed from our marketing communications at any time by emailing **pta@ranelagh.bracknell-forest.sch.uk**.

We will only post you marketing materials if you have told us you are happy to receive this information by post or if we believe we have a legitimate interest because you have been a willing supporter in the past

We do not specifically carry out telephone or SMS marketing activities to businesses.

Ranelagh PTA is committed to respecting your choice to receive marketing information. You can update your permissions and contact preferences at any time by emailing **pta@ranelagh.bracknell-forest.sch.uk**.

Changes to this Policy and Contacting Us About this Policy

We will regularly review and update this privacy policy and you should check it from time to time to see future updates. If there are significant changes in the way we process your personal information, we will provide a prominent notice on our website or send you a notification. This privacy policy was last updated in May 2018.

If you have any questions about this policy or our treatment of the information you provide us, please write to us by mail to Data Protection Officer, Ranelagh PTA, Ranelagh Dr, Bracknell RG12 9DA or email us at **pta@ranelagh.bracknell-forest.sch.uk**.

You also have the right to lodge a complaint with the Information Commissioner's Office about how we manage your data. You can contact them in the following ways:

<https://ico.org.uk/concerns/>

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Tel: 0303 123 1113