



ALLESTREE WOODLANDS SCHOOL

PFTA DATA PROTECTION POLICY

Reviewed & Updated:
May 2018

PFTA DATA PROTECTION

Under the GDPR regulations that come into effect from 25/5/18, AWS PFTA is a *data processor* (the PFTA is a not for profit organisation.)

This policy covers how the PFTA collects, records, holds and stores personal information of the PFTA membership and other organisations/individuals that have contact with the PFTA.

The PFTA will only hold the personal contact details of those individuals/organisations who have opted into receiving communications from the PFTA.

These communications will consist of:

- notice of PFTA meetings including the AGM
- agendas and minutes of the above meetings
- notice of specific fundraising events and requests for help to run these events
- information regarding the 50:50 lottery club including potential winnings
- notice of how funds raised are spent by AWS

The consent to receive emails regarding the above communications will be gathered by:

- contacting individuals/organisations on distribution lists existing prior to 25/5/18 requesting they opt in to future email communications
- renewing the contact list annually at the start of the academic year and the date of the last update will be clearly noted
- including an opt-out function in every email sent to the distribution list

The personal data given to the PFTA as detailed above will be:

- stored securely on the PFTA email server; access to this data will be password protected and only the PFTA Chair, Secretary, Treasurer and 50:50 lottery club treasurer will have access
- protected by always using the BCC function in an email or facilities such as mail chimp when sending emails
- actively managed by the secretary of the PFTA who will acknowledge any deletion requests and confirm that the data has been removed permanently
- all PFTA email communications will be sent from the pfta@woodlands.derby.sch.uk email account

50:50 lottery club:

- new members to the AWS PFTA 50:50 lottery club will be asked to opt into being contacted by the 50:50 lottery club treasurer by email and post for the purposes of the day-to-day running of the lottery club only, e.g. notification and delivery of winnings
- lottery club members data will be stored securely and encrypted to allow access to the data by the treasurer of the lottery club only

- lottery club members data will be stored solely for the use of the lottery club and will only be stored for as long as the individual is a member of the lottery club and is necessary for accounting purposes
- queries can be sent to the lottery club treasurer via the PFTA email pfta@woodlands.derby.sch.uk marked as FAO 50:50 lottery club treasurer

The PFTA will not share any personal data of members with any third party and personal data will not be used for marketing purposes.

Members of AWS PFTA can ask for details of the personal data held by the PFTA at any time by contacting the PFTA by email (pfta@woodlands.derby.sch.uk) and can ask for their data to be deleted from PFTA records at any time.

The PFTA will notify the ICO of any data security breach that results in a risk to the rights and freedoms of the individual concerned within 72 hours of the PFTA becoming aware of the breach.