YGGG LLANTRISANT PTA - DATA PROTECTION PRIVACY STATEMENT

YGGG Llantrisant PTA needs to process personal data in order to operate its events, meetings and fundraising activities.

The appointed Data Protection Officer is Paul Binning, who is contactable via email on paul@starrd.co.uk if you have any questions.

In order to effectively administer the PTA, we need to hold and process certain personal data on committee members and volunteers, to enable us to contact them efficiently and effectively. The personal data we process includes name, email address and phone number and this is used ONLY for the purposes of administering PTA activities and is processed in accordance with the Data Protection Act 2018.

For PTA activities, competitions, raffles, events and more we will need to take personal details from parents, including but not withstanding;

- name
- email address
- phone number
- address
- child's name
- child's class and year group.

We will only ever collect this information from each individual directly and our legal basis will be contractual (in the event of tickets for events, raffles and prizes) and consent (for any newsletter, specific activities or events and other). We always endeavour to minimise the information we collect, and keep that information secure at all times. Payment information will never be stored online in our files. We will hold information for a maximum of 12 months.

We will review the details held on an annual basis, and check each year that you are happy for your details to remain on our files. We will also review our policy and processes each year to ensure they are kept up to the necessary standards. We have processes in place to ensure that your details are held securely, and in the event of a data breach we would inform you immediately.

As Data Subjects you have a series of Rights as a part of the Act and these can be found via www.ico.org.uk. If you wish to have your information removed, or wish to contact us about anything else regarding your personal data and the way in which it is managed, you can do so at any time by emailing on paul@starrd.co.uk.

Vanessa Arnold

YGGG Llantrisant, PTA Chair.