

DATA PRIVACY NOTICE – MAY 2018

References to “You” refer to you the client.

References to “We” or “Us” refer to Wickham Common Primary School PTA (Wickham Common PTA)

Name Wickham Common Primary School PTA a registered charity in England & Wales with registration number 1044371.

Reg. Office Wickham Common Primary School Gates Green Road West
Wickham Kent BR4

Key contact email WickhamCommonPTA@gmail.com

ICO Registration Wickham Common PTA is registered as a Data Controller with the Information Commissioner’s Office. Reg. No. ZA396272

We respect any personal data you give to us and agree to comply with all relevant data protection laws in force within the UK at the time of instruction including the General Data Protection Regulations (as enacted in UK).

Lawful Basis and your rights

We only process your data when we have a lawful reason for doing so. The lawful reason we use to process your personal data may differ for each processing activity.

The personal information that we collect so that we can provide you with the information about events services, products or information is processed under Legitimate Interest. This means that it is in the interests of both the data subject (yourself) and Wickham Common PTA to process the data.

All direct marketing communications will require your consent.

We may collect the following information:

Contact information including email address, telephone number, year group of your child or children
Other information relevant to parent surveys and/or offers.

What we do with the information we gather

We require this information to communicate with you, understand your needs and provide you with a better service and information on possible new events and to enhance the experience of our children and wards at Wickham Common Primary School.

We may periodically send promotional emails about our newsletters, new events, surveys, special offers or other information which we think you may find interesting using the email address which you have provided.

We may from time to time, also use your information to contact you for market research purposes or to ask for help in running PTA events.

We may contact you by email or phone.

How long do we keep your data?

We operate an opt-in email database and will retain records until you either notify us that you no longer wish to receive marketing from us or when your last child(ren) leave Wickham Common at the end of year 6. You can select the unsubscribe option at the bottom of the email or contact us by email at WickhamCommonPTA@gmail.com.

Sharing your personal information

We may, with your permission share your email address with other PTA members or use your mobile number to invite you to Whatsapp groups but you will always have the option of asking us not to share your information in this way.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

We do not share data outside of the EEA.

Security

We are committed to ensuring that your information is secure.

In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and electronic and managerial procedures to safeguard and secure the information we collect.

Controlling your personal information

You will have the option to unsubscribe from our emails or you can contact us at WickhamCommonPTA@gmail.com or at the address at the top of this notice at any time to have your information removed.

You may request details of personal information which we hold about you. If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

You have the right to restrict the processing of your personal information in certain circumstances, including if you have contacted us regarding the accuracy of your information or have objected to processing.

You have the right for your personal information to be provided to you in a commonly used electronic format so that you can move, copy or transfer the information easily to another data controller.

If you would like to exercise any of the rights above, please email WickhamCommonPTA@gmail.com.

How to complain about the use of your data

If you wish to raise a complaint about how we have handled your personal information, including in relation to any of the rights outlined above, you can contact us on the details below at the start of this notice and we will investigate the matter for you.

If you are not satisfied with our response, or believe we are processing your information unfairly or unlawfully, you can complain to the Supervisory Authority - Information Commissioner's Office (ICO),

Wycliffe House, Water Lane, Wimslow, Cheshire, SK9 5AF. You can find further information about the ICO and their complaints procedure here: <https://ico.org.uk/concerns/>.

This notice was last updated on 23/05/2018. We may change this notice by updating this page to reflect changes in the law or our privacy practices. However, we will not use your personal information in any new ways without your consent