May 2018

Charlwood Village primary school PTA privacy STATEMENT.

# **our** **use** **of** **your** **data**

We will typically use yours or your child's data for one of the following reasons.

* To process a project that your child has participated in
* To seek volunteers to help at our events
* To update you about Charlwood Village Primary School PTA events/and or activities such as PTA meetings and School workshops

If you are one of our regular helpers or businesses we will ask you for permission to store your contact details on our ‘Information Register'.

All information apart from the Information Register will be destroyed within two weeks of a project or event ending.

**Marketing**

We rely on a legitimate interest to use personal data for marketing purposes. CVPS PTA will communicate via our Facebook Group ‘Charlwood Village Primary School PTA”, our “Charlwood Parents Group” What’s App Group, via Charlwood Village Primary School’s Parents Mail or by a letter for a specific project via your child. By choosing to join our Facebook Group or What’s App Group you consent to receiving public details of events and activities we organise. Under Facebook Terms and Conditions you are also agreeing that we can contact you if necessary via this group. You can choose to leave the either the Facebook Group or the What’s App Group at anytime by selecting ‘leave group' and you will no longer receive notifications from us. Therefore we do not hold any contact details on file unless you have consented in a separate communication.

We will also use ‘legitimate interest’ to communicate with our members on any matters arising that aren't considered marketing. For example AGM details, updates in financial performance and information on new committee members.

**SHARING**

We may share your or your child's data with third parties including third party service providers. For example, this would include a printing company to enable them to print your child's name onto an item such as a leavers polo top.

As each individual case arises we will contact those directly concerned via Charlwood Vilaage Primary School’s Parentmail system or a letter via the children affected.

Occasionally CVPS PTA may share your data or your child's name and class with a non- committee member who is coordinating a specific project on behalf of us. This will always be a responsible person and the parents of those involved will be made aware of who the project coordinator is.

You will have the opportunity to decline consent of information sharing at this stage.

**SECURITY**

We respect the security of yours and your child's data and treat it in accordance to the law.

If at any time you would like to amend your data and action a ‘subject access request' or to exercise your ‘right to be forgotten' then please make contact with Tracey Fielden via Charlwood Village Primary School’s office or email tracey@churchview.eu

Should you have any further questions please contact me.