

## **TELFORD INFANT SCHOOL PARENT TEACHER ASSOCIATION**

### **PRIVACY POLICY**

#### **Overview**

Telford Infant School Parent Teacher Association (PTA) is an organisation composed of parents, teachers, school staff and anyone with links to the school. It is committed to engaging families in a meaningful way to actively support the children's learning and development by raising funds through various activities.

#### **Types of personal data collected and method of collection**

As a contributor to Telford Top-up, some of the personal data that we hold about you is transferred from your paper or electronic Gift Aid form to a master spreadsheet. This will include:

- Your name and title
- Your home address and postcode

We will also record information on donations, which may include:

- Your bank account number, name and sort code (used for processing Direct Debits);
- Gift amount, date and method of payment including cheque numbers or payment references. At no point will we store payment card details.
- Tax status and Gift Aid Declaration information;
- Updates to your contact details.

#### **How personal data is stored**

Personal data is stored in a spreadsheet in order to administer the scheme.

#### **Who we share personal data with**

Access to your data is restricted to the Treasurers and the Chair of the PTA and will not be shared with Telford Infant School.

#### **How long data is held**

Data will be held until the date your child leaves the school, unless your donation is subject to Gift Aid, in which case your data will be held for the period specified by the Gift Aid scheme.

#### **Changes to this privacy notice**

We keep our privacy notice under regular review. This privacy notice was last updated on 12 June 2017 and will be reviewed in May 2018 in line with the proposed changes to the Data Protection Act.

#### **Further information**

If you have any questions please contact [pta.telfordinfants@gmail.com](mailto:pta.telfordinfants@gmail.com)