

GDPR POLICY May 2021

The school association (also known as SSA) is a volunteer organisation, consisting mainly of parents, so we are extremely aware how important it is to keep our details and those of our children protected.

WHAT IS GDPR?

The General Data Protection Regulation (GDPR) (EU) 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union and replaces the Data Protection Act 1998. It comes into effect on 25th May 2018. Please visit www.ioc.org.uk for more detailed information.

Why does the SSA need a GDPR Policy?

The SSA GDPR Policy explains that the SSA will:

- Only collect information that is needed for a specific purpose
- Keep it secure
- Ensure it is relevant and up to date
- Only hold as much as is needed, and only for as long as it is needed

What long term information will the SSA request and why?

The SSA will request for communication purposes only:

- A parent's name and email address – in order for child/class/year group specific communication to be correctly directed.
- Consent to send: 1. Communication – this includes all SSA fundraising activities, events, initiatives, encouraging attendance of events and volunteering. Examples of these are non-uniform days, discos, film clubs, summer and Christmas fairs. 2. Sending information to third parties – this is only for potential future fundraising initiatives such as Christmas cards/tea towels/bags in which the children's designs are sent to the printers

What short term information will the SSA request to send to a third Party and why?

The SSA may offer fundraising initiatives from a third party that allow items to be ordered or places to be booked in return for the SSA receiving a donation. With these initiatives, parents will be required to complete an order or booking form, therefore giving permission for the SSA to pass their information to the third party. Typically, personal information required will consist of a combination of the following: • A parent's name, contact details and signature – to confirm the order/booking. Allow the SSA or third party to get in touch with any queries • Child's name, class and school – in order for the items/tickets to be passed on correctly • Address – for any items that require postal deliver • Allergy, dietary or medical information – for health and safety reasons • This information will be kept by the SSA for 2 weeks after the items have been issued, in case of any matters that need following up. The exact date will be given on each information letter.

How is the information stored?

All paper forms will be kept in a secure location in school.

Information that has been transferred to computer data or was obtained electronically, will be kept in password protected profiles.

Who has access to the information?

Only SSA committee members (Chair, Secretary and Treasurer and event coordinators), are authorised this access this information. On occasion it may be necessary to pass on the information to other committee members. Reasons would include, but not limited to, distributing items to classes/children, confirming event attendance, when providing refreshments during events or ensuring our first aider is aware of any existing medical or allergic conditions.

How will the information be disposed of?

Once the information deadline has been reached, paper information will be processed for confidential shredding and computer files will be permanently deleted.

What if someone else (including other parents) send you information about me or my children?

If we are passed any information by a third party that was unauthorised, we will immediately get in touch with you to tell you what we have, who from and why. If you inform us that we are not to have this information it will be destroyed immediately.

Why can't the SSA ask the school for some of the information?

The SSA is a volunteer organisation, although we fundraise for Sharpness Primary School, the SSA is a separate body and we are governed by the rules laid out in our constitution. Therefore, Sharpness Primary School cannot share any personal information with the SSA without obtaining permission beforehand. The SSA are also not permitted to share information with the school without prior permission.

What will not change?

We will continue to send information out via the school's newsletter. We have our Facebook public page that if you 'like', this means you have opted-in to view posts in your news feed. We will never post or allow posts that show personal or identifiable information. You can like/unlike our Facebook page at any time. You can still contact the school office to get in touch with us, as well as via email at sharpnessschoolassociation@gmail.com

What if I have questions?

If you have any questions regarding the SSA GDPR Policy, you can get in touch by contacting us at sharpnessschoolassociation@gmail.com

Agreed by the committee and signed by Teri Smith (Chair) on the 25th May 2021