EXWICK HEIGHTS PRIMARY SCHOOL
Exwick Lane, Exeter, EX4 2FB

Data Retention, Protection and Data Privacy Policy

Exwick Heights Primary School PTFA may on occasion ask you for personal information. Your privacy is important to us, and we are committed to protecting your personal data and respecting your privacy. We will only retain personal data if necessary; this will depend on the reason we have for collecting your personal data as outlined below. Again, dependant on the reason for collecting your data, we may need to retain it for legal, accounting or reporting requirements. This Data Retention, Protection and Data Privacy Policy explains what personal data we collect from you and how we use it. We encourage you to read the summaries below.

This Data Retention, Protection and Data Privacy Policy may be updated from time to time, and the new copy of the document will be available on request.

How might we collect information from you?
We may ask for information to be completed on registration for, including but not limited to, example, PTFA events, online order forms, to facilitate payment, Exwick Heights Primary School PTFA promoted lotteries and raffles.
If you volunteer for an event, we request information so that we can communicate with you leading up to and during the event.
If you are a member of the PTFA., we will request information from you to keep our member records up to date and to support the day-to-day running of the PTFA.
The PTFA understands that recording images of identifiable individuals constitutes as processing personal information. If the PTFA wish to record any images falling in this category, it will be done in line with data protection principles. Your permission to use photographs of you is requested as part of the PTFA Registration process. It is not envisaged that the PTFA will take photographs of any persons not a current member of the PTFA.

What type of information may be collected?
The type of information collected may include, but is not limited to, pupil details such as name and class; name and contact number of parent / carer (for an event where you do not accompany your child); name and contact details, and proof of age evidence, for PTFA promoted lotteries and raffles; your name and contact details if you volunteer to help at an event.
If you are an active member of the PTFA., we will collect details to facilitate the day-to-day running of the PTFA including, but not limited to, your name, email address and contact telephone number.
We will also require personal details from our trustees when registering with the Charity Commission.
The only personal data held about you is that received from you, unless you have specifically given us permission to obtain/pass your data from/to a 3rd Party (e.g; receiving confirmation from Exwick Heights Primary School that a DBS check is complete)
Photographs identifying individuals who are members or trustees of the PTFA may be taken to promote the PTFA and/or the events organised by us. The PTFA will always advise what any photographs will be used for and will gain the permission of individuals before using them.

Making a Difference Together

How do we use your information?

In general, the PTFA will only use your personal data for administration purposes. Event attendee and volunteer information will be used, for example, in the planning of events, including remote payment to attend an event, (e.g., creation of a list of people registered to attend a PTFA event or volunteers offering to assist in running an event). Personal details for Exwick Heights Primary School PTFA promoted lotteries and raffles will be used to facilitate the running of the lottery or raffles (e.g., number allocation and to contact prize winners). A record is held to evidence our proof of age checks for Exwick Heights Primary School PTFA promoted lotteries and raffles. Personal details for PTFA members will be used to support day-to-day running of the committee.

Data is not sent to any other organisation without your express permission.

Who has access to your information?

The information will only be shared with the organisers of an event for the purposes of running the event.

PTFA members' information is only shared with PTFA committee members, where relevant (e.g., contact details). Photographs identifying individuals who are members or trustees of the PTFA may be posted on Exwick Heights Primary School's website or social media pages, Exwick Heights Primary School PTFA's social media pages as well as any other form of promotion deemed suitable by the PTFA including, but not limited to, event posters and reports in the school newsletter.

How do we store your personal data?

Any event registration forms will be used by the PTFA for the purpose of creating a list of attendees and in some cases for issuing of tickets. Details held digitally will be securely stored using Microsoft Forms or password protected SharePoint documents, passwords are only held by committee members and changed regularly. The PTFA forms has restricted access to named persons only. Any paper copies of documents are transferred onto Microsoft Forms. Any paper copies are either securely destroyed or they are held in a locked cabinet on Exwick Heights primary School's premises. as is PTFA member information.

How long do we retain the information & how is it disposed of?

For events, both paper copies and electronic copies will be destroyed within 1 week of the event [papers copies will be shredded, and electronic copies permanently deleted].

Exwick Heights PTFA Committee member information will be retained for the duration of an individual's membership. Once membership has lapsed all personal details retained for that purpose will be deleted from our records. They will be destroyed within 1 week of the membership lapsing.

It is required that we retain financial records for six years, these would normally consist of the PTFA's bank statements, other financial statements, cheque stubs, receipts etc.

If you would like a copy of information, we hold on you, please email ptfa@exwickheights.devon.sch.uk

Updated December 2023.