

PRIVACY POLICY

Ringwood School Parent Teacher Association (PTA), is committed to protecting and respecting your privacy.

We are an independent charity registered in the UK, No. 1063421. Our registered address is Ringwood School, Parsonage Barn Lane, Ringwood, Hampshire BH24 1SE.

As a charity, our objective is to raise funds to make donations to support the work of the school and to support students.

To meet this objective, the Ringwood School PTA carries out a number of activities, some of which involve the collection, gathering and processing of information that is considered personal information. The way in which Ringwood School PTA processes this type of information must comply with the requirements of the Data Protection Act (1998) (DPA) where it constitutes personal data and, from 25 May 2018, the General Data Protection Regulations (GDPR).

The purpose of this privacy notice is to explain how your personal information is processed and provide information about the rights you have under data protection legislation. For each of our activities that use personal information, details are provided about what information we collect, how we use that information and what happens to your information when it is no longer required.

1. Information we collect from you

This may arise from you signing up to become a volunteer or PTA Committee Member, by completing a PTA volunteer form, or by completing a 50/50 Club application.

a) Volunteers and Committee Members

We collect personal contact information which may include:

- Name
- Email address
- Phone number

b) 50/50 Club members

We collect information which may include:

- Name
- Email address

- Address
- Bank details

2. How we use your information

- **Volunteers** – We use your personal information for the purposes of coordinating meetings, coordinating volunteering activities and making decisions.
- **50/50 Club members** – We use your personal information for the purposes of notifying members of cash prizes or other relevant information and for the purpose of awarding cash prizes.

We will not share your information with third parties.

3. Legitimate Interests

We have a number of lawful reasons to process your personal information. One of these is “Legitimate Interests” which allows us to process your personal information if:

- We have a genuine and legitimate reason, AND
- We are not harming any of your rights and interests

4. Storing your personal information

Your personal information will be stored within the European Economic Area in accordance with the guidance issued by the UK Information Commissioner’s Office. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy.

Unfortunately, no electronic communication over the Internet can be guaranteed to be 100% secure. While we endeavour to protect your information, we cannot guarantee the security of any information that you provide and you do so at your own risk.

We hold your information only as long as necessary for the purposes set out above.

5. Your rights

Under the GDPR, you have the following rights as an individual:

- **To be informed** – transparency over how we use your personal information
- **Access** – you may request a copy of the information we hold about you, which will be provided to you within one month

- **Rectification** – update or amend the information we hold about you if it is wrong
- **Erasure** – also known as ‘the right to be forgotten’ as us to remove your personal information from our records
- **Restrict processing** – in certain circumstances we may store, but not use, your data, if requested
- **Portability** – obtain and reuse your personal data for your own purposes
- **Object** – object to the processing of your information for marketing purposes

For further information about your rights, please visit the Information Commissioner’s Office website at www.ico.org.uk. To contact us, please email pta@ringwood.hants.sch.uk or write to us at the following address: c/o Ringwood School, Parsonage Barn Lane, Ringwood, Hampshire BH24 1SE.

6. Other websites and organisations

This privacy policy only addresses the use of personal information processed by Ringwood School PTA. If you access another website through a link provided by us, different policies may apply to any personal information you provide to that organisation.

We do not control the privacy policies of third parties and we are not responsible for the use or dissemination of personal information you provide to a third party.

7. Changes to our Privacy Policy

We keep our privacy policy under regular review. This privacy policy is dated 16 May 2018.

8. Invalidity

If any provisions of this Privacy Policy are held to be illegal, invalid or unenforceable, then such provisions shall be severed and deleted without affecting the enforceability of the remaining provisions.

9. How to Contact us

Please contact us if you have any questions about our Privacy Policy or information we hold about you. Write to: Data Protection Officer, Ringwood School PTA, c/o Ringwood School, Parsonage Barn Lane, Ringwood, Hampshire BH24 1SE or email pta@ringwood.hants.sch.uk.