

# Vauvert Primary School Parent, Teacher and Friend Association

## Privacy Notice

Initial Release:	11th January 2021
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We are the Vauvert Primary School Parent, Teacher and Friend Association (“**Vauvert PTFA**”).

This privacy notice provides information on how the Vauvert PTFA collects and further processes your personal data.

It is important that you read this privacy notice so that you understand how we handle your personal data.

### 1. Important information and who we are

The Vauvert PTFA is a controller of your personal data.

### CONTACT DETAILS

Our full details are:

Name:	Vauvert Primary School Parent, Teacher and Friend Association
Email address:	<u><a href="mailto:Vauvertptfasecretary@gmail.com">Vauvertptfasecretary@gmail.com</a></u>
Postal address:	Vauvert Primary School, Vauvert, St Peter Port, Guernsey, Channel Islands, GY1 1NQ
Telephone:	01481 720419
Facebook:	<a href="https://www.facebook.com/VauvertPrimarySchoolPta">https://www.facebook.com/VauvertPrimarySchoolPta</a>

In this notice, references to the “**School**” are to Vauvert Primary School.

### 2. The personal data we process

We may process:

- your name;
- your contact details (email address and telephone number);
- your child’s name and School class;
- your bank/payment details;
- details of your orders for third party products (e.g. Christmas cards); and
- the photocard and supporting paperwork that you receive after having completed a DBS check.

### 3. How we use your personal data

We will only use your personal data for the following purposes:

- *when you attend one of our meetings:*
  - we keep a record of your name and the fact that you attended the meeting;
  - if you provide your email address, or if you have previously given us your email address, we will use this to send you a copy of the meeting minutes; and/or
  - if you provide your phone number, we will use this to add you to our WhatsApp group, which is used for the purpose of sharing ideas in relation to fundraising and organising fundraising initiatives and events.
- *when you volunteer to help with one of our fundraising initiatives or events, we will keep a record of your name and any contact details that you provide to us, and use this (plus any of your contact details that we already hold) to communicate with you in relation to the initiative or event and, in the case of events, to make a written plan for how the event will run.*
- *when you attend our events as a volunteer:*
  - we will keep a record of your name, the fact that you attended the event, and your responsibilities whilst at the event and we will share this with key members of staff at the School (e.g. the Headteacher and Deputy Headteacher). This helps the School to safeguard children as it allows the School to know who is on the premises and what they are doing whilst they are there. It can also help the School to carry out contact tracing, where this is required in connection with a COVID-19 outbreak and/or to meet requirements set by the States of Guernsey; and
  - we may ask you to show us your DBS check photocard and associated paperwork and record the fact that you have a valid DBS check, where this is required by the School, in order to help protect children who attend the event. We may also use this information for any future events that you attend as a volunteer.
- *when we place orders for third party products for you (for example Christmas cards):*
  - we collect details of your order, which may include your child's artwork as well as details of your payment method, so that we can pass this onto the relevant third party, who will fulfil the order in accordance with your request.
- *when you buy tickets from us (for example for a PTFA event or raffle):*
  - we keep a record of the number and (where relevant) types of tickets that you have bought so that we can admit you to the event, enter you into the raffle, and/or issue you with the appropriate ticket(s).
- *when you communicate with us:*
  - we may keep a record of your name and any other personal information that you provide to us (including that which is publicly accessible in your email account profile or social media profile), in order to resolve your query, or otherwise follow up on your communication. We ask that you please do not provide us with any personal data that we do not need to have, for the purpose of communicating with you.

#### **4. Legal basis for processing**

We process your personal data for the reasons set out above, on the basis that this is necessary for our legitimate interests in:

- ensuring events and fundraising initiatives are organised with a sufficient number of helpers and run smoothly, safely, and where relevant, in line with the requirements of the School;
- complying with requirements set by the School and the States of Guernsey, including in relation to managing the COVID-19 pandemic, including for the purpose of carrying out contact tracing; and
- in order comply with our constitution (for example, to keep minutes of meetings), and to further the aims set out in our constitution, which are:
  - to provide experiences and resources to pupils of the School that they would not otherwise receive within the States budget;
  - to liaise with the staff at the School to identify areas where the Vauvert PTFA can provide resources and experiences; and
  - to foster community spirit within the school, parents, carers, teachers and friends of the School.

#### **5. How we share your personal data**

We may share your personal data with the School:

- so that we can let them know who is on School property and the reasons why;
- so that we can confirm which volunteers hold a valid DBS check (for child safeguarding purposes); and
- so that we can respond to your communications.

Where required by the States of Guernsey, we may share your personal data with the States of Guernsey and the School for contact tracing purposes, and in connection with the ongoing management of the COVID-19 pandemic.

Where your personal data is recorded in meeting minutes, it will be shared with the School and members of the Vauvert PTFA committee, who receive a copy of the minutes.

Where you have volunteered to help with our fundraising initiatives and/or events or if you are attending an event as a parent or guardian, we may share your personal data with members of the Vauvert PTFA committee and/or other volunteers, for the purposes of organising and running the initiative and/or event.

#### **6. International transfers**

We will not transfer your personal data outside of Guernsey and the UK.

#### **7. Retention of personal data**

We will retain your personal data for the length of time required for the specific purpose or purposes for which it was collected, unless a longer retention period is required by law. Usually we will not keep your personal data for longer than 6 years.

## 8. Legal rights

The law provides certain rights to individuals in respect of the processing of personal data. These are:

- Right of access – You can ask what data we hold about you and why by submitting a “subject access request”. We must respond to your request within one month, although this can be extended if the request is complex. There are certain, limited exceptions to this right.
- Right to object to processing for direct marketing purposes
- Right to object to processing on grounds of public interest
- Right to object to processing for historical or scientific purposes
- Right to rectification - If you dispute the accuracy or completeness of personal data about you, you can ask us to rectify or change the data.
- Right to erasure - For personal data processed in certain circumstances you have a right to require us to erase your personal data. This right is sometimes referred to as a “right to be forgotten”.
- Right to restriction of processing - For personal data processed in certain circumstances you have a right for the processing of your personal data to be restricted.
- Right not to be subject to decisions based on automated processing - You have a right not to be subjected to an automated decision made without human involvement and to be informed of this type of processing by the organisation when you first provide your data.
- Right to data portability You can require your personal data to be transmitted from one organisation to another.

Please contact us on the contact details set out at the top of this notice, if you would like to ask to exercise any of your rights.

## 9. Right to complain to the supervisory authority

If you have a concern with how we have handled your personal data you have the right to make a complaint to the Office of the Data Protection Authority on the following contact details:

Office of the Data Protection Authority  
St Martin's House  
Le Bordage  
St. Peter Port  
Guernsey  
GY1 1BR  
+44 (0) 1481 742074  
enquiries@odpa.gg

## 10. Updates to this notice

We may update this privacy notice at any time, and we will make available to you a new privacy notice and/or updated privacy information by another means, when we make any significant updates.