

St Margaret's Primary School PTA General Data Protection Regulations Policy [January 2019]

In accordance with the Inspiring Primaries Academy Trust Policy for Data Protection, St Margaret's PTA is defined as a data processor - "a person or other body, other than an employee of the data controller [The Headteacher of St Margaret's Primary School], who processes personal data on behalf of the data controller".¹

As with the broader aims of the school, ST Margaret's PTA makes every effort "to ensure that all personal data collected about staff, pupils, parents, governors, trustees, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill. This policy applies to all personal data, regardless of whether it is in paper or electronic format."²

1. The General Data Protection Regulations do not cover indirect mailings such as hard copy PTA letters in bookbags the weekly school newsletter or PTA text messages via school, since these do not include personal data.
2. In replying to any indirect mailing letters (e.g. to pay for PTA events), parents consent to the PTA holding reply forms until the event is over, at which point they will be destroyed.
3. For events where it is necessary to disclose some personal information to trusted third parties (e.g. Christmas card design websites), this will be made clear on specific communication sent out at the time.
4. In joining the St Margaret's PTA Facebook page, parents and staff agree to receive Facebook posts and occasional private communication via social media, in relation to PTA news and events. The Facebook page is private and requires admin approval to join to ensure posts are kept within the school community.
5. St Margaret's PTA does not post any photographs of children or pupils on its Facebook page. Any photographs of parents or staff are posted with consent and can be removed at any time if requested.
6. St Margaret's PTA does not store any personal information on central databases or personal computers.

¹ Inspiring Primaries Academy Trust Policy for Data Protection [July 2018], section 3, Definitions.

² Inspiring Primaries Academy Trust Policy for Data Protection [July 2018], section 1, Aims.

