

The Friends of GPFS Privacy Policy - GDPR

For our PTFA to function efficiently we need to be able to contact members directly – this means collecting personal information and storing it. As per the new GDPR legislation we have a privacy policy to ensure we are compliant and so you, our member, know how your information is being used.

The personal data we request to hold

Personal data that we may collect, use, store:

- Name
- Child/children's class (for class specific events)
- email addresses
- telephone numbers

What is this data used for:

We use this data to:

- Contact individuals for support and help at school fundraising events
- To keep members up to date with current issues, plans, and events relating to the efforts of the PTFA
- Contact winners of raffle and bidding board prizes

Our legal basis for using this data

We only collect and use personal data when the law allows us to. Most commonly, we process it where:

- We need it to perform a fundraising event in the school's interest
- We have obtained consent to use it in a certain way

Where we have obtained consent to use personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify our use of this data.

Collecting, using and storing this information

We ask you sign consent for to establish you have given The Friends of GPFS your permission to contact you via the contact details you provide. This information will be kept secure (paper copies will be kept in a locked cabinet that only committee members have access to and electronic copies on group emails will be BCC and only PTFA Secretary, Chairperson and Vice Chairperson will be able to access this)

It is entirely at your discretion how much contact information you provide to us, and you are free to request we remove you from our contact list at anytime by emailing us at **2005friends@gosforthpark.newcastle.sch.uk** or requesting via your class rep or any committee member. This request will then be submitted and processed by the Chairperson.

All information will be kept till the end of the current academic year and will be disposed of securely and confidentially (paper based). We then ask you resubmit a permission form at the beginning of a new academic year.

The Friends Of GPFS – GDPR Consent Form Sept 2018

I, _____, hereby give my consent for the information I provide below to be used solely by The Friends of GPFS for the purpose of keeping me informed of PTFA related issues, requests and information. I understand that my information will be kept secure for this academic year and then it will be deleted/disposed of securely and confidentially. I understand I can request to be removed from the contact list at any point by emailing the PTFA at **2005friends@gosforthpark.newcastle.sch.uk** or by speaking to any committee member directly.

Name:

Contact no:

Email Address:

Child/Children's Name and Class:

We currently have a Whatsapp group to receive updates -

Would you like to be added to our Whatsapp group: Yes/No

Signed

Date