



Headcorn School PTFA - Data Protection Policy

The Scope

The Data Protection Policy covers all personal information collected and used by the registered charity, Headcorn School PTFA and the committee and representatives. Examples of this personal information includes:

- Names of parents/carers
- Contact details of parents/carers (mobile numbers & email addresses)
- Names of children on booking forms
- Names and contact details of external stall holders
- Names and contact details of external advertisers
- Names and contact details of suppliers
- Information from the public/school community to enter competitions i.e. raffle tickets

Background

To ensure the Headcorn School PTFA are compliant with recent changes to the Data Protection Act we have written this policy. Headcorn School PTFA are the Data Controller for all personal information that they collect and store, so it is important that it is managed responsibly and securely.

Headcorn School PTFA is run by a committee of four people, each have a role on the committee:

- The Chair
- The Co-Chair
- The Treasurer
- The Secretary

Each class has one or two Class Reps who assist the committee in communicating information to their class and gathering information (if required).

The Class Reps have a closed Facebook group to communicate amongst themselves and with the committee. The committee are responsible for the posts within this group and act as 'admin'.

The class reps also have a closed PTFA Facebook group set up for their class. Parents/carers can join the group and receive PTFA and other related information. Parents/carers can leave this group at any time if they do not wish to receive these communications any longer. All requests to join the group have to be approved by the class reps. All posts to the group have to be approved by the class reps.

For parents/carers who are not on Facebook they can receive an update via email or their mobile phone if they request this. General communications can also be sent out via bookbags.

Guidelines which are issued to class reps on using these methods of communication are below.



The PTFA have a public Facebook page for communicating with the wider community as well as parents/carers within the school. Liking or following this page is the decision of the individual and they can withdraw consent by unfollowing at any time.

The school also send out a weekly newsletter to all parents/carers who subscribe and within this is a general PTFA update from the committee. There is the option to unsubscribe to these newsletters, this is managed by the school.

Guidelines issued to committee members and class reps

Wherever possible please use the class PTFA Facebook group to communicate with parents/carers. As a class rep you can approve or deny posts to the group. Please ensure they are relevant and if any conversation takes place that you are unhappy with please delete the post. If you are unsure, please discuss with a member of the PTFA committee.

Please follow the guidelines issued in the 'About' section (highlighted below):

"Data Protection Laws: consent to receive communications via this class Facebook page. This Facebook group is used to communicate information about events or updates from the PTFA and some other updates about school events or reminders. We may use the group to organise Christmas or end of year gifts for class teachers. Photos and videos will not be shared on the group. You have chosen to be part of this group and by doing so you consent to receiving these updates and communications. You can remove consent at any time by leaving the group."

If some parents/carers are not on facebook but wish to be kept informed you can agree to email or message them. Please do not add them to a group on messenger or WhatsApp. The best form of communicating is to set up a WhatsApp broadcast list for these parents/carers [see notes below on how to set this up*], this does not share their mobile numbers with others but allows you to message a group of numbers at one time. If they request to be emailed and you need to email more than one parent/carer at a time use the BCC box for email addresses so they cannot see each other's email addresses. (Please ensure you have consent to email or WhatsApp parents/carers and store their details securely.)

Please do not share mobile or email addresses with anyone unless explicit consent has been given.

Please do not post photos/videos of anyone on any PTFA communication (unless explicit consent has been given). Photos or videos of children should never be posted or shared on a PTFA communication.

Please do not share full names or other personal information of anyone on any PTFA communication (unless consent has been given i.e. on Meeting Minutes).



There will always be a PTFA update in Headcorn Headlines on a Friday so if parents/carers are not on Facebook and don't wish to receive WhatsApp or email updates they can find out about general PTFA updates here.

General PTFA letters/communications sent out in bookbags is acceptable, as long as they do not address parents/carers/children directly.

*How to set up a WhatsApp Broadcast List – enter the WhatsApp, click on Chats in the menu at the bottom of the screen, slide down the page to reveal the Search bar, Archived Chats, Broadcast Lists and New Group options. Click on Broadcast Lists. Click on New List on the bottom of the page. Add the contacts in your class who wish to receive WhatsApp PTFA updates and click Create in top right. Type out your message and when you press send this will be sent to the individual numbers rather than a group message. When the recipient responds it will come back to you only. Any problems please contact Maz Stack.

Event guidelines

Any names, telephone numbers, email addresses or postal addresses captured during an event should be used for the purpose they were required for and deleted when no longer required. At the point they are captured it should be made clear why the information is required, what it will be used for and how long it will be kept.

Example wording for letters/emails

Thank you for providing us with your contact information. This information will only be used to book *e.g your child into Santa's Grotto*. Immediately after the event we will delete/securely destroy the information. We will not share this information with anyone else.

If names and contact details of parents/carers/volunteers are collected or children's names these should be stored securely and deleted/destroyed securely immediately after use or after the event. This information should not be stored ongoing. This information should never be shared with anyone else.

Any external stallholder/advertiser/supplier information can be stored securely. In all email or written communications they should be given the option to request to stop receiving communications from the PTFA. This is included in the email signature of the official PTFA email or in the footer of the letter.

Example wording

Thank you for allowing us to keep in touch regarding Headcorn School PTFA events. If you no longer wish to receive communications from us, please reply to this email to inform us/email us at info@headcornschoolptfa.org.uk to inform us (*delete as required*). Many thanks.



Information collected at an event

When personal information has been collected during the event from the public or members of the school community i.e. on raffle tickets or on competition forms etc, the forms or ticket stubs will be destroyed securely in the confidential waste or shredded.

General Privacy Notice

This Privacy Notice is to be used on the PTFA website and in any communications where information is collected.

Headcorn School PTFA will only request personal information that is necessary. All information will be stored responsibly and securely. Information will only be held for as long as necessary and then will be deleted or securely destroyed. To access the full Data Protection Policy please click [here](#). If you have any questions or concerns regarding Data Protection please contact The PTFA Secretary, Headcorn School PTFA, Kings Road, Headcorn, Kent TN27 9QT or info@headcornschoolptfa.org.uk. Any issues will be escalated to the PTFA Chair.

Data Breaches

If a data breach were to occur the Headcorn School PTFA committee would immediately inform those that it affected and the Headteacher of the school. Headcorn School PTFA would launch an investigation and if applicable remedial measures would be put in place. The organisation would take advice as to whether other organisations need to be informed i.e. The Information Commissioners Office (ICO).

**This policy has been approved by the PTFA committee on 01/09/18.
This policy was issued on 03/10/18.**