



Data Management Policy

Effective from May 2018

This document sets out the data management policy for Hayfield Primary school PTA, to ensure compliance with national GDPR legislation.

The PTA takes the security and storage of your data very seriously, and has put in place the following protocols to ensure that the data we hold about you is securely stored and used in line with the law and your permissions.

Personal details held

We will only hold your details (i.e., name, email, contact numbers and children's details) with a specific purpose, and will destroy these immediately after the activity for which we requested them. An example of this would be a booking form for an event, which will be destroyed immediately after the event.

Where parents have been asked to sign a disclaimer, relieving the PTA of responsibility for their children's safety e.g. when participating in the mini-mudder, we will keep this until it has been established that the child(ren)'s safety has not been compromised during the activity, after which it will be destroyed.

In effect, this means we will not retain any details about you or your children beyond this period. The exception to this your email address, if you consent to remaining on our electronic mailing list or that we can retain this to enable us to liaise over joint activities. It will only be used for PTA correspondence.

Security of data

Data held by the PTA it will be securely stored, with password protection if electronically stored, or securely at school or a PTA member's home if in printed format. At the end of its use, electronic data will be deleted and all printed information will be shredded to protect your data.

Access to data will be limited to two PTA elected committee members, with the sole purpose of delivery of PTA activities.

Review of practice

We will monitor our management of data as part of our regular PTA meetings, and will review our management of data policy annually to ensure compliance with regulations.