



## **GDPR**

### **IMPORTANT – PLEASE READ & ACTION**

The law on holding and using personal information changed on 25 May 2018. In order to continue to use the information the St Nicholas PTA already holds about you, we will need you to provide your consent to do so (even if you have previously given consent for this in the past).

This email sets out why your data is important to us, and what we use it for.

#### **What personal information do we hold?**

The information we hold about you will generally just be your contact details, which you will already have chosen to give us. We may also hold other information, however, generally, the information we may hold include:

- Names (including the names of your children)
- Email addresses
- Physical addresses (for example, if you choose to Gift Aid donations to the PTA)
- Telephone numbers
- Employment details (if for example you have arranged match funding or sponsorship via your employer)
- Bank account details (if you donate money to the PTA by direct debit, for example)
- Dietary information about your child (to ensure PTA events provide appropriate catering options, for example).

#### **What do we use this information for?**

We only hold your personal information because it is vital for the administration and orderly running of the PTA. Without access to this personal information, we would not be able to undertake the following key activities:

- Arranging and publicising fundraising activities for St Nicholas PTA
- Raising funds for St Nicholas School
- Informing parents of School news and events
- Arranging social functions for parents.

#### **Who do we share this information with?**

Your information is shared by the PTA with its elected officials and class representatives in order to carry out its functions. It is also shared with other parents at the school:

with your consent, the class representatives generally provide contact sheets for parents in each year group/set up WhatsApp groups etc to enable them to be in contact with each other as required.

Your information and data may, from time to time, be shared with the school, as they also distribute information to parents for the PTA, and are involved with our fundraising activities.

**In order to comply with the new data protection laws we need you to consent to us continuing to hold and use your data. The simplest way for you to do this is for you to fill in this form and return it either to the school office or your class representative.**

**Please Note: If we do not receive your consent, we will unfortunately need to exclude you from any current means that the PTA use to contact parents, including WhatsApp groups and class email lists, until we do receive your consent.**

The PTA has a Data Protection Policy which covers how we collect and use personal data, and also outlines what rights you have in relation to it. Please let a PTA representative know if you wish to see it.

**Name of child:** .....

**Class:** .....

**Email:** .....

**Signature:** .....

**Print Name:** .....

**Date:** .....