



## General Data Protection Regulation Statement

**The Federation of Goldsborough CE and Sicklinghall CP Schools' Parent Teacher Associations:**

**Friends of Goldsborough School (FROGS)  
Parent Teacher Friends Association (Sicklinghall)**

As you may be aware, the General Data Protection Regulation came into force in May 2018 and as a result the federated schools of Goldsborough CE and Sicklinghall CP are putting in place various new policies and procedures. As the schools' Parent Teacher Associations are separate organisations from the schools, they also need to act to ensure that they are compliant with data protection legislation.

Our Parent Teacher Associations collect and use some personal data, mainly in order to communicate with parents/carers. The Parent Teacher Associations are not changing how they use or collect information but want to take this opportunity to clarify how and why they store and process data, and parent/carers' rights under the GDPR.

### **Lawful Basis for Processing Data**

The lawful basis for processing personal data is following informed consent.

Parents/carers will be asked to consent to their data, or that of their child/ren, being processed for the time that their child/ren attend the school. This consent will be requested as part of the 'new starter pack' given to pupils' parent/s when they enrol at one of the schools within the federation.

Consent can be withdrawn at any time. To withdraw consent, parents/carers should e-mail the school's admin address with their child's name and 'GDPR CONSENT WITHDRAWAL'.

Goldsborough admin e-mail: [admin@goldsborough.n-yorks.sch.uk](mailto:admin@goldsborough.n-yorks.sch.uk)

Sicklinghall admin e-mail: [admin@sicklinghall.n-yorks.sch.uk](mailto:admin@sicklinghall.n-yorks.sch.uk)

### **How our Parent Teacher Associations use Personal Data**

Our Parent Teacher Associations collect the following personal data:

1. Children's name and class
2. Children's age and gender
3. Children's food allergies
4. Parent/carer e-mail addresses

Data is used in the following ways:

1. To enable members to prepare for events in school (during the school day, after school and at weekends)
2. To organise and purchase items by class, by age and by gender (such as Christmas gifts, gifts for stalls)
3. To share with carefully chosen print companies when creating annual Christmas cards.
4. To ensure that dietary requirements of all children are met where the association provides food at events or as part of school theme days.

5. To communicate event organisation, seek help for events and keep parents/carers informed of money raised and future events planned.

Personal data relating to children or parents as outlined above is never shared via e-mail.

### **How our Parent Teacher Associations Store Personal Data**

All personal data collected for the purposes of our Parent Teacher Associations' work will be stored in school and kept securely until it is either no longer required (after an event in respect of data relating to a child or children as described above in points 1-4) or until the child leaves the school. Data will be restricted to those with a 'need to know'.

Our Parent Teacher Associations are committed to protecting information about parent/carers and children and will not share personal data with any a third party without consent.

Elected officers of the Parent Teacher Associations will store the e-mail addresses of those who have provided this information for the purposes outlined above in point 5. Parents/carers providing their e-mail address consent to be contacted by the Parent Teacher Association. This contact will take the form of either individual or group e-mails.

### **Record Keeping- Data Processing Activities**

Our Parent Teacher Associations keep a record of all data processing activities that:

- Are not occasional
- Could result in a risk to the rights and freedoms of individuals.
- Involve processing sensitive personal data (e.g. ethnicity, religion).

Records are kept of:

1. Consent to process personal data as outlined above.
2. Specific informed consent that falls outside of the processing activities outlined above.
3. Collection of pupil data for the purpose of planning and running events and fundraisers.

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