



**The Willows PTA**

SUPPORTING OUR SCHOOL ENRICHING OUR CHILDREN BUILDING OUR COMMUNITY

# Privacy Policy

## Who We Are

The Willows PTA is a registered charity dedicated to supporting The Willows Primary School through fundraising, community events and volunteer activities.

This Privacy Notice explains how we collect, use and protect your personal information.

## What information do we collect?

We may collect the information such as:

- Name
- Email address
- Telephone/mobile number
- Child(ren)'s name(s) and class(es)
- Volunteer availability
- Skills and interests
- Preferred method of contact
- Any additional information you choose to provide

## Why do we collect your information?

We collect your information to:

- Contact you about volunteering opportunities
- Organise PTA events and activities
- Match volunteers to suitable opportunities
- Keep you informed about PTA news and fundraising activities
- Manage volunteer rotas
- Communicate important event information

We will only collect information that is relevant to these purposes.

## Lawful Basis

We process your personal information based on your **consent**. You are free to withdraw your consent at any time.

## How will we store your information?

Your information will be stored securely and only accessed by authorised members of The Willows PTA Committee where necessary.

We take reasonable steps to protect your information from unauthorised access, loss or misuse.

## Who will see your information?

Your information will only be used by authorised members of The Willows PTA Committee.

We will **never sell your information**.

We will not share your personal information with third parties unless:

- you have given permission
- we are legally required to do so; or
- it is necessary to protect someone's safety

## WhatsApp Volunteers Group

If you choose to join our Volunteers' WhatsApp group, please note:

- Other members of the group will be able to see your mobile telephone number
- You may leave the group at any time
- Joining the WhatsApp group is entirely optional

## How long do we keep your information?

We will keep your information only for as long as it is needed for PTA volunteer administration.

Volunteer information will normally be reviewed annually and securely deleted if it is no longer required or if you ask us to remove it.

## Your Rights

Under UK data protection law you have the right to:

- Access the information we hold about you



- Ask us to correct inaccurate information
- Ask us to delete your information
- Withdraw your consent at any time
- Object to how we use your information

## Contact Us

If you have any questions about how your information is used, or would like your information updated or removed, please contact:

### **The Willows PTA**

✉ Email: [pta.thewillows@gmail.com](mailto:pta.thewillows@gmail.com)

