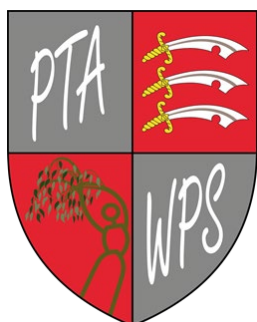


# WILLOWBROOK PTFA GENERAL DATA PROTECTION REGULATION (GDPR) POLICY AND PROCEDURES – FEBRUARY 2025

Registered Charity: 1046576



Updated by: Kit Cheng-Ung, Secretary  
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## General Data Protection Regulation (GDPR)

### Aims

Willowbrook Primary School Parent, Teacher and Friends Association (PTFA) takes data protection very seriously. As such, this policy outlines the measures the PTFA will put in place to ensure the protection of all personal and sensitive data about members, volunteers and other individuals. This policy outlines a data protection policy that covers collection, storage and processing of data, whether digital or on paper and that it is carried out lawfully in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act (DPA) 2018.

### Legislation and Guidance

General Data Protection Regulation (GDPR) came into force in May 2018 as part of the Data Protection Act 2018 (DPA 2018) which replaces the previous Data Protection Act 1998. GDPR relates to the collection, processing and storage of personal data. This policy is based on guidance published by the Information Commissioner's Office (ICO) and the ICO's code of practice for subject access requests.

### Data Protection Principles.

The data protection principles that the PTFA must follow in order to be compliant with GDPR state that personal data must be:

- processed lawfully, fairly and in a transparent manner;
- collected for legitimate purposes;
- relevant and limited to what is necessary in order to fulfil the purposes for which it is processed;
- kept up to date;
- stored for no longer than is necessary;
- processed in a way that ensures it is appropriately secure.

### Personal Data we may hold

Names, addresses, telephone numbers or email addresses

### Why we hold this data

We may hold this data to:

- Contact individuals as part of events
- Names of individuals within a year group to provide leavers gifts
- Contact participants in the event of a raffle
- To provide partners such as estate agents details for the promotion of event boards.
- To administer ticket sales for events such as (and not limited to) discos, quizzes, bingo

### How we collect this data

- Through letters with attached permission forms
- WhatsApp messages
- Emails

### How we store the data



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Electronic personal information: The PTFA store this on a secure cloud platform through the school's email domain [@willowbrook.essex.sch.uk](mailto:@willowbrook.essex.sch.uk). We use the email addresses:

[pta@willowbrook.essex.sch.uk](mailto:pta@willowbrook.essex.sch.uk) and [ptafinance@willowbrook.essex.sch.uk](mailto:ptafinance@willowbrook.essex.sch.uk) for all communication to and on behalf of the PTFA and OneDrive to store all files and documents. Access to these is limited to Committee members only.

Personal information stored in the email accounts and OneDrive will be reviewed regularly by the Secretary to ensure it is not kept longer than is required.

Paper based personal information: During the preparation and running of events, data collected or produced on paper will be held by one or two committee members only or by the school on our behalf. Once an event has finished all paper is disposed of through the school's secure document shredding process.

This policy will be reviewed every two years by the Committee at the Annual General Meeting to ensure it meets its purpose.

*Version dated: 21<sup>st</sup> February 2025*

