

FARNBOROUGH ROAD INFANT SCHOOL PARENT TEACHER ASSOCIATION staff / volunteers privacy notice

This privacy notice tells you what to expect us to do with your personal information when you work for us.

Our contact details

Email

ptfa.fris@schools.sefton.gov.uk

What information we collect and use, and why

Staff recruitment, administration and management

We collect or use the following personal information as part of **staff recruitment, administration and management**:

- Contact details (eg name, address, telephone number or personal email address)

Our lawful bases for collecting or using personal information as part of **staff recruitment, administration and management** are:

- Consent

Where we get personal information from

We collect your information from the following places:

- From staff members or volunteers directly

How long we keep information

Your details will be deleted by 30th September of the following academic year when the new PTA group is formed.

Who we share information with

In some circumstances, we may share information with the following organisations:

- Members of our volunteer WhatsApp groups will have access to the mobile number used in the group, and any other contact details provided by you via WhatsApp including your display name, profile picture or anything else you share within the groups.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal data.

Your right to rectification - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal data in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal data in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Last updated

23 May 2024