



## **Privacy Statement for 'The Friends' of Marton cum Grafton CE (VA) Primary School**

The 'Friends' is the term we use for the parents and carers of children at Marton cum Grafton CE (VA) Primary School.

### **How will we use the information about you?**

As a PTA, the Friends hold certain information about you in order to contact you about upcoming events and other information from the Friends. This may include things such as asking for volunteers to help with upcoming events and holding a temporary list of volunteers or attendee details for a specific event.

### **What information do we collect about you?**

In order to do this, we will hold your name, contact telephone number(s) and an email address for at least one parent of each family at the school. We will keep your personal data for as long as you are part of the 'Friends' of Marton cum Grafton CE (VA) Primary School after which time it will be destroyed if it is no longer required.

For certain events this may include dietary information to enable us to provide food to children and parents.

Where this information is obtained for an event, it will be destroyed following that event and not stored.

We will not collect any personal data from you that we do not need in order to keep you informed about upcoming events.

### **Access to Your Information**

You have the right to request a copy of the information that we hold about you. If you would like a copy of your personal information, please email the Chair of Friends at [martonfriends@gmail.com](mailto:martonfriends@gmail.com).

We will not share your data with 3<sup>rd</sup> parties.

You have a right at any time to stop us from contacting you and have your personal details deleted from the Friends' contact register. If you no longer wish to be contacted please email the Chair of Friends at [martonfriends@gmail.com](mailto:martonfriends@gmail.com).

### **How to Contact Us**

Please contact the Chair of Friends (Bianca Gaspar-Dunn [martonfriends@gmail.com](mailto:martonfriends@gmail.com)) if you have any questions about our privacy policy or information we hold about you.

This privacy policy was last updated on 24<sup>th</sup> May 2018.