

HONEYWELL PTFA PRIVACY POLICY

Introduction

It is Honeywell Parents Teachers and Friends' Association's (the "**PTFA**") policy to respect your privacy regarding any personal information we may collect. We collect personal information for a variety of reasons, including:

- in order to communicate with you (electronically or verbally) regarding any of our events, fundraisers, meetings, initiatives or any other activity the PTFA is engaged in;
- to enable you to communicate with other members of the PTFA and parents of children at the school;
- when you purchase or donate certain items from or through the PTFA, and
- when you attend or volunteer at certain PTFA sponsored events.

The PTFA is aware of the importance of handling personal data safely and securely and understands the procedures we have in place to ensure this happens. Accordingly, we have developed this privacy policy in order for you to understand how we collect, store, use, communicate, disclose and otherwise make use of personal information. We have outlined our privacy policy below.

Collection of your personal information

The information we collect from you may be classed as 'personal data,' meaning information about an individual who can be identified by it. The information we collect about you might include the following:

- your name, the name of your partner or spouse, the name of any legal guardian of your children
- the name and class of your children
- your address and postcode
- your e-mail address
- your home telephone number and/or mobile number

Our use of your information as described above is permitted by applicable data protection law because it is processed with your consent which we obtain from you from time to time. We cannot otherwise process your personal information without your consent. We will not collect any information from you that we do not need.

How we use your personal information

We will ask you to confirm that you are happy to receive communications from the PTFA and if you would like to be signed up to our newsletter in order to receive the latest news from the PTFA. This confirmation is your consent that you are happy for the PTFA to communicate with you about all PTFA events.

We will ask you to provide or confirm your personal data at the beginning of each school year with a view for such information to be shared with the parents of each of your children's classes in order for all parents to be able to communicate with one another about PTFA events and to foster more extended relationships between parents and others associated with Honeywell Schools.

If you connect with the PTFA or any Honeywell class through your PTFA class representatives via social media (e.g. Facebook, Instagram or Twitter by 'liking' or 'following' us) or communication application (e.g. WhatsApp, ClassList, Doodle Poll) we may collect information and data such as your name and details you provide to us through that social media outlet or communication application. Our Privacy Policy applies to all social media activity.

If you contact us, we may keep a record of your email and other correspondence in accordance with our Data Retention and Deletion Policy (which is available upon written request to honeywell.ptfa@gmail.com).

If you have donated any type of service, raffle or auction prize to the PTFA we may keep a record of your name, contact details and donated item or service in accordance with our Data Retention and Deletion Policy (which is available upon written request to honeywell.ptfa@gmail.com).

We may use your children's names, photographs of your children, and/or your children's artwork on items related to PTFA fundraisers including, but not limited to, Year 6 leavers' clothes, Year 6 leavers' yearbook, Year 6 school production programme, class calendars, tea towels, etc.

We may have a record of your bank account details if you were to provide your bank account details in connection with submitting an expense that is to be reimbursed by electronic transfer from the PTFA bank account to your named bank account.

Occasionally, and with an individual's specific consent, we may request information such as your date of birth, National Insurance number, maiden name and place of birth in order to comply with relevant legislation (e.g. applying for a Temporary Event Notice on your behalf). We will share this personal data with the appropriate third party (i.e. Wandsworth Council and the local police) and will only store such data for such a time we are legally obliged to by the relevant authority.

We will never share your personal data with third party companies outside of the PTFA for marketing purposes. We may share some of your personal data with a third party in the following circumstances:

- solely for the purposes of fulfilling an order you place through the PTFA (e.g. Honeywell Gear, Christmas Cards, Christmas trees, Year 6 hoodies);

- with an estate agent that sponsors the PTFA for purposes of erecting a board at your property in connection with advertising a PTFA event, but only if you explicitly consent to such board being erected; and
- with our third-party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (e.g. to process payments (i.e. WisePay, PayPal, etc.) or for e-mail access (e.g. MailChimp, ClassList, Doodle Poll, Paperless Post, EventBrite, etc. to send you PTFA communications).

Disclosure of your personal information

However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service. If you make a purchase via our website, your credit card information is not held by us, it is collected by our third-party payment processors, who specialise in the secure online capture and processing of credit/debit card transactions.

Protection and retention of your personal information

We will protect personal data by using reasonable security safeguards against loss or theft, as well as unauthorised access, disclosure, copying, use or modification. We will retain your personal information for a length of time specified in our Data Retention and Deletion Policy and, in the event of financial data, no longer than a period of six years. Please refer to our Data Retention and Deletion Policy for more information (available by written request to Honeywell.ptfa@gmail.com). Whilst we take appropriate measures, both technical and organisational, to safeguard your personal data you provide us, we cannot guarantee that transmissions over the internet are totally secure, therefore the transfer of personal data via the internet is entirely at your own risk.

We will make readily available to any member of the PTFA or any community or commercial contact of the PTFA information about our policies and practices relating to the management of personal data.

Third parties and websites

The information which you provide to us may be transferred to countries outside the European Union (“EU”). For example, we use MailChimp (based in USA) as a platform for email marketing. Please find their Privacy Policy here <https://mailchimp.com/legal/privacy/>. These countries may not have similar data protection laws to the UK. By submitting your personal data, you’re agreeing to this transfer, storing or processing.

This privacy policy applies solely to information and data collected by the PTFA. Our website may contain links to other websites run by other organisations over which we have no control, so we encourage you to read the privacy statements

on the other websites you visit. We are not responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you were referred to our website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third-party site and recommend that you check the policy of that third-party site.

Your rights

You are legally entitled to access, modify, correct, revoke your consent and delete any personal data we hold relating to you and that you have the legal right to forbid this personal data being presented to any third parties. You have the right to ask for a copy of the information the PTFA holds about you at any time. TO the extent that use of your personal information is based on consent you have the right to withdraw that consent at any time. Please e-mail us at honeywell.ptfa@gmail.com if you would like change ore revoke your consent or to receive a copy of the information the PTFA holds about you. You also may use this e-mail address if you wish you make a complaint about how we process your information. You also have the right to lodge a complaint about how the PTFA processes your personal information with the Information Commissioner's Office (www.ico.org.uk).

If the PTFA becomes aware or is notified of a data security breach we will take appropriate steps to notify the individuals to which the breach relates, we will investigate the cause of the breach and report the breach to the Information Commissioner's Office if appropriate in the circumstances.

Status of this Privacy Notice

We are committed to conducting the business of the PTFA in accordance with the principles described above in order to ensure that the confidentiality of personal information is protected and maintained. The PTFA may change this privacy policy from time to time at the PTFA's sole discretion. Any future changes or additions to the processing of personal data as described above in this Privacy Notice affecting you will be communicated to you through an appropriate channel depending on how the PTFA normally communicates with you.

This privacy policy was last updated in May 2018.

Honeywell Schools Parents, Teachers and Friends' Association
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