



AYLESBURY GRAMMAR SCHOOL PTA



c/o AGS
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Web Site: www.agspta.co.uk

Privacy Policy May 2018 – AGS PTA

This privacy policy has been put in place to protect your privacy and personal data and to advise you of how we look after your personal data and to notify you of your privacy rights and how the law protects you.

Who we are:

AGS PTA is a registered charity founded to raise money for Aylesbury Grammar School.

Should you have any questions relating to this privacy policy (including exercising any of your rights under GDPR), please contact us at:

Email: pta@ags.bucks.sch.uk

Post: Kate Locke, AGS PTA – Chair, c/o Aylesbury Grammar School, Walton Road, Aylesbury HP21 7RP

You have a right to make a complaint at any time to the Information Commissioner's Office (ICO) (www.ico.org.uk). We would appreciate you contacting us first, if you have a complaint, so that we may have a chance to deal with your concerns.

Why we collect data:

We collect personal data to enable us to carry out our business as charity to raise funds for Aylesbury Grammar School by contacting you about forthcoming events, asking for your assistance with certain events and to inform you of meetings and matters of interest.

What data we collect:

We only collect basic information necessary to carry out our business. The following information has been collected and defined as "personal data":

- PTA Members and Volunteers
 - First Name, Surname, email address, contact number/s, son's name & tutor group, and how you would like to assist the PTA
- Previous Buyers of Art
 - First name, surname and email address

We do not collect any "special categories" of personal data about you (this covers race, ethnicity, religion, political opinions, trade union membership, information regarding your health, genetic or biometric data). Nor do we collect information regarding criminal convictions and offences.



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What is the source of the data we hold?

We collected your personal data when you:

- Completed a New Parents Form either via Google or, a written form from your New Parent pack;
- Spoke to one of the PTA committee members;
- Made contact with us via email in response to a campaign or an event drive
- Purchased a piece of art and/or attended our annual Art Show and left your email address with us

How we use your data:

We use your data:

- PTA Members & Volunteers
 - To inform you of events, meetings, request for assistance or to advise you of any related news or changes
- Previous Art Show Purchasers/Attendees
 - To invite to our annual art show and craft fair

If at any point you no longer wish for us to be in contact you then let us know and we won't.

We will only use your data because we have a legitimate business interest or where you agree to it.

Who we share your data with:

We may share your data with the various PTA event leads to enable them to contact you regarding events we run.

For those art show buyers/attendees then the Event Lead of the Art Show and the PTA Committee will be given your contact details so that you may be invited to the next event.

We never share your personal data with third parties for marketing purposes.

How we keep your data secure:

All personal data is stored on the Aylesbury Grammar School's shared drive, which is secured by a password and the school's firewalls.

We will notify you and any applicable regulators of a breach where we are legally required to do so.

How long we retain your data:

Unless, you request otherwise, we will hold your data securely for the duration your son/s are at Aylesbury Grammar..

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If you no longer wish us to contact you then please :

- Unsubscribe using the button at the bottom of any formal emails you receive from the AGS PTA or
- Send us a request at pta@ags.bucks.sch.uk.
- Or write to the chairperson at the school address listed at the top of this policy

Your rights:

If you would like to view your personal data we hold please ask us (by email or by letter) and we will comply with all request with one month. This may take longer if the request is more complex than usual or you have made a number of requests. If this is the case, we will notify you and keep you updated.

As a security measure we may request specific information form you to ensure that personal data is not disclosed to any person who has no right to receive it.

You may request us to remove your personal data from our databases entirely as any time. To do this just lets us know and we shall remove the information you ask us to.