

## **John Port PTA Privacy Policy**

The John Port PTA only collect personal data that we need for a specific purpose. We do not collect personal data 'in case' we might need it. We only hold this data for the time that it is required and regularly check that it is still required.

### **What data is being collected?**

We hold members email addresses and phone numbers when they are given to us by the member.

### **Will the data be shared with any third parties?**

No.

### **How can I remove my details from the PTA Volunteer list?**

Please email [pta@johnport.derbyshire.sch.uk](mailto:pta@johnport.derbyshire.sch.uk)

In addition, we will contact everyone on the list at the start of the school year to confirm if they wish to remain on the list.

### **If I have any questions regarding the use of my data what can I do?**

Please email [pta@johnport.derbyshire.sch.uk](mailto:pta@johnport.derbyshire.sch.uk)

### **How can I raise a complaint?**

Please email [pta@johnport.derbyshire.sch.uk](mailto:pta@johnport.derbyshire.sch.uk)

**If you would like to see our full data protection policy which includes a list of all the data we hold, why we hold it and how long we keep it for,**

**please email [pta@johnport.derbyshire.sch.uk](mailto:pta@johnport.derbyshire.sch.uk) or look on the PTA section of the school website**

**June 2018**