

# PFA Privacy Policy



St James Parents and Friends Association ( PFA) is committed to protecting your privacy. This Privacy Policy sets out the data processing practices of the PFA charity (no. 1003759).

All data captured will be used and held in accordance with requirements of Data Protection Act 2018 and GDPR.

## What information do we collect?

- We may collect information about you when you email, telephone or contact us through online platforms, buy tickets or other items from us, and/or support PFA activities.
- We also collect information about the transactions you undertake with the PFA including partial details of payment cards used. Full card details are never stored on our systems.
- We may also collect information about you and/or your children when you/they are attending or participating in our events, programmes or meetings. All printed or digital copies of data generated for events are destroyed asap after the event.
- We administrate the PFA and store data through/on reputable online platforms including: SumUp, Stripe, Padlet and Ticket Tailor. We also use facebook and Whats app.
- Our email address is passworded and provided by Diocese of Salisbury Academy Trust ( DSAT). We also have PFA presence on St James School website c/o DSAT and Primarysite. The PFA email system is Microsoft Outlooks and we store all documents which contain data on the PFA Microsoft OneDrive.

## Use of personal information

We process personal information collected for the purposes of:

- Providing information about our charitable activities
- Dealing with your enquiries and requests
- Administering orders, records and accounts relating to our suppliers or members
- Providing reservation, booking services or appropriate activities for our events
- Sharing the stories of our events and other activities

## Disclosures

We will only disclose data when obliged to disclose personal data by law, or the disclosure is 'necessary' for purposes of national security, taxation and criminal investigation, or we have your consent.

## Subject access requests

You have the right to see what personal data we hold about you.

## Internet-based transfers

Given that the Internet is a global environment, using it to collect and process personal data necessarily involves the transmission of data on an international basis. Though data will always be held securely and in line with the requirements of UK data protection legislation. By communicating electronically with us, you acknowledge and agree to our processing of personal data in this way.

## Amendments

Please note that this privacy policy is subject to change. It was last updated in September 2024.

Any queries concerning your personal information or these practices please contact [PFA@stjames.dsat.org.uk](mailto:PFA@stjames.dsat.org.uk).