



PTA Data Protection Policy

Written: 20th June 2018

Review: 19th June 2021

Loxwood PTA will use Classlist website and app as its main form of communication with parents. Parents can sign themselves up. All new parents will receive instructions on how to use Classlist.

If a parent needs help setting up an account, a Classlist ambassador will get written consent from the parent to use their email address to set them up on Classlist.

All lists of data held will be individually password protected on personal computers. Those who have access to this personal information are aware that this information **must not be shared**.

Loxwood PTA will not use emails to contact parent groups, they will use Classlist for communications.

A termly newsletter will be sent out, by paper copy. This will not be aimed at individuals and will be used to keep parents informed of events. Any photos that are used in our monthly newsletter will be used with the consent of the parent if a child can be identified by the picture.

Loxwood School PTA will not share any data it has on parents, or companies which it holds.

Social Media

Facebook and WhatsApp will be used as secondary forms of information. No information will be shared through WhatsApp or Facebook that isn't available on Classlist or Up to the Minute. Parents must request to be added to the Facebook page and an admin member must approve the parent. Only parents or adults connected with Loxwood School will be allowed to join the Facebook page.

WhatsApp groups are run by parents and supported by the PTA, but are not the property of Loxwood PTA.

Facebook and WhatsApp will allow the parent to remove themselves at any time.

Raffle and Sponsorship Donors

Written consent will be sought by any new companies being used for raffle prizes or sponsorship.

Loxwood PTA recognises the right to be forgotten and will include a message in its communication with companies explaining how they may be removed from our mailing list.

Friday Night Club (FNC)

The PTA will request information on any children wishing to attend Friday Night Club. A registration form will be required when a child first attends FNC. The information that will be requested will include, name, age, home address, emergency telephone numbers, email address and any medical information. If the child is to be left without a parent in attendance this information is mandatory. This data will only be used for the purpose of running FNC.

Registration forms, personal information and all electronic data that is held in respect of FNC will be held in a secure manner. Access to this data is strictly controlled by the FNC supervisor. In the event there is a change to any data FNC holds, the FNC supervisor must be informed, to ensure all records are maintained as accurately as possible.

Records will be disposed of after the child has left school as therefore is no longer eligible to attend FNC. Parents have the right to access the information FNC holds on their child. In order to do this, please make a written application to the PTA via the school office.