All parents and legal guardians/carers of all children attending Harting C of E School are automatically members of the PTA (a registered charity 1030589 ). If you would like to join and are not a parent or legal guardian, please email the school ([office@harting.w-sussex.sch.uk](mailto:office@harting.w-sussex.sch.uk)) indicating your reasons and links with the school community.

The trustees of the PTFA are the committee members, agreed at the start of each school year for the school year ahead:

* Chair
* Secretary
* Treasurer
* Two class representatives per class

The PTFA is committed to respecting the privacy of all its members, and is compliant with General Data Protection Regulations (GDPR) implemented from 25 May 2018 to replace the 1995 Data Protection Directive. We ensure your personal data is processed fairly and lawfully, is accurate, is kept secure and retained no longer than is necessary.

The following personal data is collected by the PTFA:

* Names of all parents/legal guardians of all children in school and any other PTFA members
* Email addresses of all parents/legal guardians of all children in school and any other PTFA members
* Telephone numbers of all parents/legal guardians of all children in school and any other PTFA members

The personal data collected is used for the following purpose only:

* To contact parents/legal guardians of all children in school and any other PTFA members about PTFA matters which includes (but may not be limited to) events, activities, fund raising, meetings, and support for the school

The lawful basis upon which the PTFA process personal data is that it is necessary in order to enable it to perform tasks carried out in the public interest.

The personal data collected may be held by committee members in electronic form and/or hard copy and for the purposes of PTFA events. No “special categories of data” will ever be collected by the PTFA. Under no circumstances will the PTFA ever sell or give any personal data to any third party for any reason.

Any PTFA member may ask to have their personal details removed from PTFA records at any time, and will then no longer receive communications directly from the PTFA.

You have the right to: be informed of data processing (covered by this Privacy Notice); access the information (Subject Access Request); have inaccuracies corrected; have information erased; restrict processing; withdraw consent; complain to the Information Commissioner’s Office. To exercise these rights, contact the trustees.

If you are unhappy with the way your request has been handled, you may wish to ask for a review of our decision by contacting the Trustees.

If you are not content with the outcome of the internal review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted our internal review procedure. The Information Commissioner can be contacted at:

The Information Commissioner's Office,

Wycliffe House,

Water Lane,

Wilmslow,

SK9 5AF.