

Priors Field School Parent Teachers Association (PTA)– General Privacy Notice

1. Introduction

Priors Field School PTA (“we” “us”, or “our”) respects your privacy and is committed to protecting your personal data.

Please read this Privacy Notice carefully – it describes why and how we collect and use personal data and provides information about your rights

We keep this Privacy Notice under regular review. It was last updated on 22nd September 2020.

2. About us

Priors Field School PTA, is a registered charity in England & Wales registration number 1074343 whose registered office is C/O PRIORS FIELD SCHOOL, CLINTON LANE, KENILWORTH, WARWICKSHIRE, CV8 1BA.

Priors Field School PTA is the entity that determines how and why your personal data is processed. This means that we are the ‘controller’ of your personal data for the purposes of data protection law.

3. Personal data that we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you. This may include:

- Your name and contact details;
- Your payment details

We do not collect any special category personal data or criminal records data

4. How we use your personal data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- **To deliver a billing invoice for your purchase from our website**

- **To help you with your enquiry or request**

We only process your personal data to exact the transaction of goods.

5. Who we share your personal data with

We use Wix.com to design and manage our website and to manage our interactions with you, and therefore your personal data, including banking details will be passed to Wix.com when you make a purchase on our site. You can find further details of how Wix manages your personal data in their [privacy policy here](#).

6. Lawful basis for processing

Data Protection Legislation requires that we meet certain conditions before we are allowed to use your data in the manner described in this notice, including having a "lawful basis" for the processing. The basis for processing will be as follows:

6.1.(b): "processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract"

7. International transfers

We use Wix.com whos servers are based in multiple international zones. Where personal data is transferred outside of the EU/EEA the data is subject to 'model clauses' and additional security measures in line with the standards set out by the European Commission. You can find more information about their [privacy policy here](#). Your data may therefore be transferred outside of the EU/EEA.

8. Information security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We have established procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

9. Data retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

We will keep your personal data for a maximum of 1 year from your initial interaction with us, except where it is required by law to retain the data for a longer period.

10. Your rights

Under certain circumstances, you may have the following rights under data protection legislation in relation to your personal data:

- Right to request access to your personal data;
- Right to request correction of your personal data;
- Right to request erasure of your personal data;
- Right to object to processing of your personal data;
- Right to request restriction of the processing your personal data;
- Right to request the transfer of your personal data; and
- Right to withdraw consent.

If you wish to exercise any of these rights, please contact the [Data Protection Officer](#).

Contacting us

You can contact Priors Field School PTA by writing to: Priors Field PTA, C/O PRIORS FIELD SCHOOL, CLINTON LANE, KENILWORTH, WARWICKSHIRE, CV8 1BA.

Please note that Priors Field PTA has appointed a Data Protection Officer. If you have any questions about this Privacy Notice, including any requests to exercise your legal rights, please contact our Data Protection Officer using the details set out below:

ptapriorsfield@live.co.uk

11. Complaints

If you wish to complain about our use of personal data, please send an email with the details of your complaint to the [Data Protection Officer](#) so that we can look into the issue and respond to you.

You also have the right to lodge a complaint with the Information Commissioner's Office (**ICO**) (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the [ICO website](#).