

## **Lydbrook School Association Aligning with General Data Protection Regulations (GDPR).**

As of May 25th 2018, updated regulations concerning data collection and storage of private information came into effect and affects how the LSA is to keep within the new legal framework. The main/general issues are concerned with:

**A. How to make contact with parents/carers connected to Lydbrook school for marketing and other communication.**

- Use only non specific targeting for promoting events and generating support, such as book bag fliers, posters and newsletters.
- Only use private email addresses or phone numbers given [to the LSA] when responding to enquiries, not as a means to approach people without their written consent.
- Only use private information given for the duration of the consent and the reason for which it was originally given. i.e. Keep email addresses for the duration of the current communication only, unless there is consent for and good reason to keep it for longer and delete the contact history when it is no longer relevant.

See the information outlined in the PTA article for ideas that stay within the guidelines but support promotion of and access to helpers for fundraising events.

**B. Storing personal data such as telephone numbers, email and other addresses.**

- What, where, and for how long personal information is stored, needs to be made clear at the time of taking the information. This needs specific and written consent to at the time of any personal data being given (such as ticking a consent 'box').

**C. Generating consent to keep and use given information for agreed periods of time.**

- Being transparent about who has access to information given, and for how long it is kept by these persons, is legally binding.
- Manage and specify who has access to the LSA email password. One or two delegated members of the school staff could be able to access the LSA email if necessary, but otherwise, just the committee members, in order to deal with individuals as is relevant to LSA business.

For full and further details please read the PTA guidelines for school Fundraising bodies and GDPR.