



## **Northgate Association Privacy Policy, May 2025**

Under data protection law, individuals have a right to be informed about how the Northgate Association uses any personal data that we hold about them. We comply with this right by providing a privacy notice to individuals where we are processing their personal data.

Northgate Association acts on behalf of Northgate Primary School for the purposes of fundraising and supporting the school community.

In the context of the GDPR legislation, Northgate Primary School is defined as the Data Controller, you can access the privacy notice on the schools website here

[https://www.northgate.herts.sch.uk/web/general\\_data\\_protection\\_regulations/352647](https://www.northgate.herts.sch.uk/web/general_data_protection_regulations/352647)

Northgate Association is defined as the Data Processor, this policy explains how we collect, store and use personal data.

### **The personal data we hold**

Personal data that we may collect, use, store and share:

- Name, email address and contact number
- Name, year group, class of your children(s)
- Children(s) dietary requirements

### **Why we use this data**

We use this data to:

- Contact individuals for support and help at school fundraising events
- Compile a list of attendees and year group for school fundraising events
- Compile a list of emergency contact numbers for parents
- Contact winners of raffles and prizes (including the Lottery)

### **Our legal basis for using this data**

We only collect and use personal data when the law allows us to. Most commonly, we process it where:

- We need it to perform a fundraising event in the school's interest
- We have obtained consent to use it in a certain way

Where we have obtained consent to use personal data, this consent can be withdrawn at any time by emailing the Northgate Association directly [ptanorthgate@gmail.com](mailto:ptanorthgate@gmail.com).

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify our use of this data.

### **Collecting this information**

While the majority of information we collect is mandatory, there is some information that can be provided voluntarily.

Last update: April 2022

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

#### **How we store this data**

We keep all electronic personal information in a secured folder on the PTA instance of Google for Business. Only Northgate Association trustees, Northgate Association volunteers and the school office staff (during events and only if required) will have access to your information.

Your data will be held for the whole academic year that it is collected in and in some cases your data specific to an event will be deleted within 7 days after the event.. At the end of each academic year all data will be deleted from the secure database. Prior to deletion we will communicate to volunteers to gain consent to retain their information for PTA support purposes only.

The Northgate Association will not at any point share your personal data with a third party.

#### **Agreed and signed by:**

**Geri Wren**

**Chair of Northgate Association**

**Northgate Association, Registered charity number 1123024 (England and Wales)**