

LADY MANNERS SCHOOL PARENTS TEACHERS & FRIENDS ASSOCIATION (PTFA)

PRIVACY NOTICE

Registered Charity Number: 509388

1. Introduction

The Lady Manners School Parents Teachers & Friends Association (PTFA) is committed to protecting your personal information. This privacy notice explains how we collect, use, store, and protect your personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who We Are

Data Controller: Lady Manners School PTFA

Contact: Mrs T Hall, parentsassociationlms@gmail.com

School: Lady Manners School, Shutts Lane, Bakewell, DE45 1JA

The PTFA is a registered charity that exists to raise funds for the benefit of pupils at Lady Manners School.

3. What Personal Data We Collect

We collect and process the following personal information:

For all PTFA members and supporters:

- Name
- Email address
- Telephone number (if provided)
- Postal address (if provided)

For lottery participants specifically:

- Bank account details (account number and sort code)
- Payment history
- Lottery ticket numbers
- Prize winnings records

4. How We Collect Your Data

We collect your personal data when you:

- Sign up to join the PTFA
- Register for the PTFA lottery
- Set up a direct debit or standing order for lottery payments
- Attend PTFA events
- Volunteer for PTFA activities
- Communicate with us via email or other means

5. Legal Basis for Processing Your Data

We process your personal data under the following lawful bases:

- **Consent:** You have given clear consent for us to process your personal data for specific purposes (e.g., lottery participation, receiving communications)

- **Legitimate interests:** Processing is necessary for our legitimate interests in running the PTFA and fundraising for the school, provided this does not override your rights and freedoms Keeping Children Safe in Education

For financial data related to lottery payments, we rely on your explicit consent and our legitimate interest in administering the lottery scheme.

6. How We Use Your Data

We use your personal data to:

General PTFA activities:

- Communicate with you about PTFA events, meetings, and fundraising activities
- Send newsletters and updates
- Coordinate volunteers
- Process event bookings and payments

Lottery-specific purposes:

- Set up and manage direct debit or standing order payments
- Allocate lottery ticket numbers
- Process prize payments
- Maintain records of lottery participation
- Comply with gambling regulations and charity law
- Contact lottery winners

7. Who We Share Your Data With

We may share your personal data with:

- **Our bank:** To process lottery payments and prize distributions
- **Payment processing services:** To manage direct debits and standing orders
- **The school:** To coordinate fundraising activities (limited information only)
- **Professional advisers:** Such as accountants or solicitors, where necessary for charity administration
- **Regulatory authorities:** If required by law (e.g., Charity Commission, Gambling Commission)

We will never sell your personal data to third parties or share it for marketing purposes without your explicit consent. Keeping Children Safe in Education

8. How Long We Keep Your Data

We retain your personal data for as long as necessary to fulfil the purposes outlined in this notice:

- **Active PTFA members:** Data retained while you remain engaged with the PTFA
- **Lottery participants:** Data retained for the duration of your participation plus 6 years for financial records, in line with charity accounting requirements.
- **Former participants:** Email addresses may be retained for up to 2 years after your last engagement, unless you request earlier deletion
- **Financial records:** Retained for 6 years in accordance with charity and tax regulations

9. Your Rights

Under data protection law, you have the following rights:

- **Right of access:** You can request a copy of the personal data we hold about you
- **Right to rectification:** You can ask us to correct inaccurate or incomplete data
- **Right to erasure:** You can request deletion of your personal data in certain circumstances
- **Right to restrict processing:** You can ask us to limit how we use your data
- **Right to data portability:** You can request your data in a portable format
- **Right to object:** You can object to processing based on legitimate interests
- **Right to withdraw consent:** You can withdraw consent at any time where we rely on consent as our legal basis

To exercise any of these rights, please contact us using the details in section 2. Keeping Children Safe in Education

10. Lottery Participation - Specific Information

Withdrawing from the lottery: If you wish to stop participating in the lottery, please give us at least one month's notice. We will:

- Cancel your direct debit/standing order
- Remove your lottery ticket allocation
- Retain your financial records for 6 years as required by law
- Delete other personal data unless you wish to remain on our general mailing list

Prize payments: If you win a lottery prize, we will contact you using the details you provided. Prizes will be paid by bank transfer.

11. Security of Your Data

We take the security of your personal data seriously and have appropriate technical and organisational measures in place to protect it, including:

- Secure storage of physical records in locked cabinets
- Password-protected electronic files
- Restricted access to personal data (only authorised PTFA committee members)
- Secure transmission of bank details
- Regular review of our data protection practices Keeping Children Safe in Education

Bank details are handled with particular care and are only accessed by authorised PTFA Committee Members.

12. Changes to This Privacy Notice

We may update this privacy notice from time to time. Any changes will be communicated to you via email or through our usual communication channels.

Last updated: October 2025

13. How to Contact Us

If you have any questions about this privacy notice or how we handle your personal data, please contact:

PTFA Chair: Mrs T Hall

Email: parentsassociationlms@gmail.com

Address: C/o Lady Manners School, Shutts Lane, Bakewell, D45 1JA

14. How to Complain

If you are unhappy with how we have handled your personal data, you have the right to complain to the Information Commissioner's Office (ICO):

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113 **Website:** www.ico.org.uk

Implementation Guidance

Next Steps:

1. **Complete the template** by filling in all bracketed information
2. **Committee approval:** Have your PTFA committee review and approve this privacy notice
3. **Obtain consent:** For existing lottery participants, send them this privacy notice and ask them to confirm their consent to continue
4. **Make it accessible:**
 - Publish on the school website
 - Provide copies at PTFA events
 - Include with lottery sign-up forms
 - Send to all current members
5. **Update your processes:**
 - Include a consent tick box on all lottery sign-up forms
 - Keep records of when and how consent was obtained
 - Implement a system for handling data subject requests
6. **Review regularly:** Review this notice annually and whenever your data processing activities change
7. **Train committee members:** Ensure all PTFA committee members who handle personal data understand their responsibilities

Additional Considerations:

- **Lottery regulations:** Ensure your lottery complies with the Gambling Act 2005 (small society lotteries)
- **Insurance:** Check that your PTFA insurance covers data protection liabilities
- **Record keeping:** Maintain a record of processing activities as required by UK GDPR
- **Data breach procedures:** Have a plan for what to do if personal data is lost or compromised

This privacy notice provides comprehensive protection for both the PTFA and the individuals whose data you process, whilst being transparent about your fundraising activities.