

PRIVACY & DATA PROTECTION POLICY FOR TRAFFORD PARENTS FORUM

For each full member of Trafford Parents Forum the following information is held on a password protected database and is under the control of the Company Secretary. To cover for unforeseen circumstances a backup copy of the database is retained by the Forum Secretary and it is again password protected.

1. Name, address, telephone number, mobile or landline or both.
2. Name, address, date of birth, school attending and disability of child/children
3. Email address

On receipt of a New Member application form the information is entered onto the database and the application form is then shredded.

None of the above information is shared with any other member of the Forum or any third party without the **express permission** of the individual.

You can check the personal information we hold on you by contacting traffordparentsforum@gmail.com

You have the right to question any information that we hold about you, if you think it may be wrong or incomplete. Please contact us if you wish to do this, when we will take reasonable steps to check its accuracy and correct it.

In order to facilitate delivery of emails to members, their email addresses are retained by our Director and this information is also stored on the GMAIL email and Mail Chimp systems to enable delivery of said emails.

There are also various photographs of Forum Events displayed on the Forum web page and Face Book Page.

Should a member decide to leave the Forum their information will be retained for a period of 6 months before it is deleted from the database, their email address will be removed from the mailing list with immediate effect.

If a member decides that they no longer wish the Forum to hold their information then this will be cleared from the database and the Google email system immediately. This is known as the “right to object” and “right to erasure” or the “right to be forgotten”.

At any time it is possible for members to remove themselves from the mailing list by requesting to be removed

During the year it is the responsibility of members to advise of any changes to the information held on them.