John Port Spencer Academy PTA
Privacy Policy

The John Port Spencer Academy PTA only collects personal data that we need for a specific purpose. We do not collect personal data 'in case' we might need it. We only hold this data for the time that it is required and regularly check that it is still required.

1. **What data is being collected?**
   1.1. We hold committee members' email addresses and phone numbers when they are given to us by the committee member.
   1.2. We hold volunteers' email addresses and phone numbers when they have been given to us by individuals who have agreed to be added to our volunteers list and WhatsApp group.
2. **Will the data be shared with any third parties?**
   2.1. No.
3. **How can I remove my details from the PTA Volunteer list?**
   3.1. Email JPSAPTA@gmail.com.
   3.2. In addition, we will contact everyone on the list at the start of the school year to confirm if they wish to remain on the list.
   3.3. Volunteers can exit the WhatsApp group should they wish to.
4. **If I have any questions regarding the use of my data what can I do?**
   4.1. Email JPSAPTA@gmail.com.
   4.2. If you would like to see our full data protection policy which includes a list of all the data we hold, why we hold it and how long we keep it for, please email JPSAPTA@gmail.com or look on the PTA section of the school website- Parent Teacher Association – John Port Spencer Academy
5. **How can I raise a complaint?**
   5.1. Email JPSAPTA@gmail.com.

Adopted at the JPSA PTA Committee Meeting 12th February 2025