St John's School PTA Jersey
Privacy Notice 2025

St. John's School PTA is registered as a 'Controller' under the Data Protection (Jersey) Law 2018 as we collect and process personal information about you. As a non-profit association we process and hold your information in order to fulfil our legal obligations.
This notice explains how we use and share your information. Information may be collected on a paper or online form, by telephone, email, by a member of the PTA or by St. John's School staff.

We will continually review and update this privacy notice to reflect changes in our services and feedback from service users, as well as to comply with changes in the law.

WHAT

What information do we collect about you?

If you choose to make online payments or enter PTA events we collect the following types of information about you:

- Name of child and parent / carer
- Date of birth of child or year
- Medical information that is relevant to child
- Contact details of parent /carer – phone, email
- Bank account details

WHY

Why do we collect information about you?

We need to collect and hold information about you, in order:

- To safely run PTA events
- Where necessary to protect individuals from harm or injury
- To process financial transactions
- To ensure that we meet our legal obligations

HOW

How will we use the information about you?

We will use the information you provide in a manner that conforms to the Data Protection (Jersey) Law 2018.

We will endeavour to keep your information accurate and up to date and not keep it for longer than is necessary. In some instances the law sets the length of time information has to be kept. Please ask to see our schools retention schedules for more detail about how long we retain your information.

We may not be able to provide you with a service unless we have enough information or your permission to use that information.

We will not pass any personal data on to anyone outside of the PTA, other than those who either process information on our behalf, or because of a legal or statutory requirement, and we will only do so, where possible, after we have ensured that sufficient steps have been taken by the recipient to protect your personal data.

We do, on the odd occasion, process your information overseas using web services that are hosted outside the European Economic Area, for example Facebook. This is processed in the US, but has been approved by another competent supervisory authority under Article 40 of the GDPR or equivalent statutory provisions, together with binding and enforceable commitments of the controller and processor to apply the appropriate safeguards such as information security procedures and checks. .

Data Sharing
We may need to pass your information to St. John's School to fulfil your request for a service.

At no time will your information be passed to organisations for marketing or sales purposes or for any commercial use without your prior express consent.

Publication of your information

If you choose to submit images to our public Facebook site or respond to surveys we may publish your data on our Facebook site for the following reasons:

- To promote PTA events using images that have been submitted by parents / carers where any children are anonymised.
- Where you have responded to a public consultation, although your comments will be anonymised to protect your identity.

We will not publish any of your sensitive personal information.

E-Mails/Messaging

If you email us or message us we may keep a record of your email address and a copy of the email for record keeping purposes.

For security reasons we will not include any confidential information about you in any email we send to you. We would also suggest that you keep the amount of confidential information you send to us via email to a minimum or use our secure online services where possible or correspond with us by post.

We will not share your email address or your email contents unless is it necessary for us to do so; either to fulfil your request for a service; to comply with a legal obligation, or where permitted under other legislation.

Your rights

You can ask us to stop processing your information
You have the right to request that we stop processing your personal data in relation to any of our services. However, this may cause delays or prevent us delivering a service to you. Where possible we will seek to comply with your request but we may be required to hold or process information to comply with a legal requirement.

You can withdraw your consent to the processing of your information
In the few instances when you have given your consent to process your information, you have the right to withdraw your consent to the further processing of your personal data. However, this may cause delays or prevent us delivering a service to you. We will always seek to comply with your request but we may be required to hold or process your information in order to comply with a legal requirement.

You can ask us to correct or amend your information
You have the right to challenge the accuracy of the information we hold about you and request that it is corrected where necessary. We will seek to ensure that corrections are made not only to the data that we hold but also any data held by other organisations/parties that process data on our behalf.

You request that the processing of your personal data is restricted
You have the right to request that we restrict the processing of your personal information. You can exercise this right in instances where you believe the information being processed in inaccurate, out of date, or there are no legitimate grounds for the processing. We will always seek to comply with your request but we may be required to continue to process your information in order to comply with a legal requirement.

You can ask us for a copy of the information we hold about you
You are legally entitled to request a list of, or a copy of any information that we hold about you. However where our records are not held in a way that easily identifies you, for example a land registry, we may not be able to provide you with a copy of your information, although we will do everything we can to comply with your request.

Complaints

You can complain to us about the way your information is being used

If you have an enquiry or concern regarding the processing of your personal data please contact:

Telephone: +44 (0)1534 861692

You can also complain to the Information Commissioner about the way your information is being used

The Office of the Information Commissioner can be contacted in the following ways:

Telephone: +44 (0)1534 716530

Email: admin@stjohn.sch.je St. John's School Rue de la Mare Ballam St. John's JE3 4EJ	enquiries@jerseyoic.org 2nd Floor 5 Castle Street St. Helier Jersey JE2 3BT