

Data Audit - Southam College PTSA

Reference no	Who is the personal data about?	Type of personal data?	Why are we holding it?	Where did it come from?
1	100 Club Registration Details	Name, Email, Mobile Phone and/or Landline, Address	To be able to notify participants when they have won. It is important that we capture all contact details as our experience is that when phone numbers and emails change we are not always notified. Address is our fail safe to ensure that payment reaches the winners. Some of the winners also prefer payment to be made in the post by chq rather than sharing account details.	School Induction evenings, via a form handed out in information pack or by participants contacting us directly via our email account
2	Gift Aid	Name, Email, Mobile Phone and/or Landline, Address. Recording that a gift aid signature of approval has been obtained	Information is required by the charities commission.	School Induction evenings, via a form handed out in information pack or by participants contacting us directly via our email account

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3	Match Funding	Names, email, phone numbers	So parents can let us know if they have access to Match Funding and would like to get involved	School Induction evenings, via a form handed out in information pack or by participants contacting us directly via our email account
4	Enquires Form	Name, email or phone number	A method for interested parties to contact us	School website - PTSA page.

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5	Event Helpers List	Name, Email, Phone Number	To be able to contact and let parents who have said they would like to help out at events what is happening when	School Induction evenings, via a form handed out in information pack or by participants contacting us directly via our email account
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7				
8				
9				
10				

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How did it reach us?	Where is it held?	How long is it held for?
<p>Paper copies are passed to us via school office. This can on occasion be scanned in and emailed to us. Email enquires are dealt with electronically. Our email system permanently deletes emails after 30 days unless archived. We do not archive any email containing personal data. Email can be accessed by Nicola Hobson and Rachael Pelter.</p>	<p>Held in an encrypted Spreadsheet. Only Nicola Hobson as administrator of the 100 club can access. Any paper copies are shredded as soon as information entered into spreadsheet.</p>	<p>As long as participant is a member of the 100 club. None participation for 2 successive draws means an email will be sent asking if the participant wishes to continue. None response also triggers removal of details. G100 club member list is reviewed annually.</p>
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<p>School forward via email any enquiries generated. Email enquires are dealt with electronically. Our email system permanently deletes emails after 30 days unless archived. We do not archive any email containing personal data. Email can be accessed by Nicola Hobson and Rachael Pelter.</p>	<p>Parents are contact using their preferred method within 30 days</p>	<p>Details are not stored</p>

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