

## **Moss Hall Schools Association (MHSA) privacy statement**

This privacy statement sets out how the MHSA uses and protects any information that you give us.

For the purpose of the Data Protection Act 1998, the data controller is Moss Hall School Association (MHSA). The information you provide will be held in accordance with the Data Protection Act.

### **What we collect**

We may collect the following information:

- Your name
- Your child's name
- Your child's class/year group on entering Moss Hall schools
- Your email address
- Your home address

### **What we do with the information**

We require this information to keep you up to date with the MHSA. We use the information to:

- let you know details about upcoming events
- request help and volunteers at events
- let you know how much money has been raised and how the money has been spent
- (only if you have agreed to host a Martyn Gerrard board) let Martyn Gerrard know your address so that they can put a board outside your house and raise money for the schools.

### **Where we store your personal data**

The data you provide will be stored on a secure cloud service ("G Suite"), with access restricted to just the MHSA committee. This cloud service may include servers outside the European Economic Area. For more information, see the G Suite GDPR compliance statement at <https://cloud.google.com/security/gdpr/>

### **Will my information be passed to anyone else?**

The information that you provide when you join the school will be kept by MHSA only. If you have opted into having a board from Martyn Gerrard, we will pass on your name and address only to them.

## **What happens to my information when it is no longer required?**

You can ask to be removed from the mailing list for the MHSA at any time and we will delete your contact details within 28 days of being informed.

When your child has finished year 6 we will delete your contact details within 28 days from the end of the summer term.

## **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable electronic procedures to safeguard and secure the information we collect.

## **Access to information**

The Data Protection Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act.

## **Contact us**

Questions regarding this privacy policy are welcomed and should be addressed to us by email [mhsa.info@gmail.com](mailto:mhsa.info@gmail.com)