

## GDPR policy for Broughton Primary School Parent Council (PC) and Parent Staff Association (PSA)

Data type: email circulation list to receive update on PC and PSA activities and decisions.

- Email list is only for PSA / PC use and not further shared with third parties
- Each email should remind recipients that they can unsubscribe whenever they wish and recipients should do so when they no longer have any children at Broughton Primary School
- The email list is reviewed and failed to send addresses are removed
- Proactive consent to join the list is required
- No unsolicited emails are added
- Emails are sent blind copied so email addresses are not shared amongst those on the list
- Consent is sought on every occasion email addresses and names are required to be shared (e.g. a group of volunteers at an event) and information not shared unless consent is given.

Agreed by those present at PC/PSA meeting on 9/5/18.