

**Wallace Hall 2-18 Parent
Council DATA PROTECTION
POLICY
November 2021**

<p>Aims of this Policy</p>	<p>Wallace Hall 2-18 Parent Council needs to keep certain information about Parent Council members and volunteers in order to keep them up-to-date with Parent Council matters.</p> <p>Wallace Hall 2-18 Parent Council is committed to ensuring any personal data will be dealt with in line with General Data Protection Regulation (GDPR) 2018.</p> <p>The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements.</p>
<p>Type of information held</p>	<p>Wallace Hall 2-18 Parent Council handles the following personal information: Email addresses of Parent Council members and volunteers.</p> <p>Personal information is kept in the following forms: In an Word Document & Access Database.</p> <p>People within the Parent Council who will handle personal information are: Office Bearers, Clerk, employed staff and Sub-group Chairs.</p>
<p>Policy implementation</p>	<p>In order to meet our responsibilities Wallace Hall 2-18 Parent Council / Office Bearers / Sub-group Chairs will:</p> <ul style="list-style-type: none"> • Ensure any personal data is collected in a fair and lawful way; • Explain why personal data is needed at the start, how it will be used, and how long it will be kept; • Ensure that only the minimum amount of information needed is collected and used; • Ensure the information is up-to-date and accurate; • To hold personal data only as long as initially stated at the time of gathering consent; • Make sure it is kept safely; • Update the information we hold every year, asking people to confirm the details are correct and to give permission for us to hold the information for another year; • Ensure any disclosure of personal data is in line with our procedures; • Deal with any queries about handling personal information quickly.
<p>Security</p>	<p>Wallace Hall 2-18 Parent Council will take steps to ensure that personal data is always kept secure. The following measures will be taken: password protection on computer files & group emails sent out blind carbon copy (BCC).</p>

	Any unauthorised disclosure of personal data to a third party by a Parent Council member / volunteer / member of staff may result in the person being asked to step down from Wallace Hall 2-18 Parent Council. The individual involved will be informed of the unauthorised disclosure of their personal data.
Requests for access	Anyone whose personal information we handle has the right to know: <ul style="list-style-type: none"> • What information we hold and process on them; • How to gain access to this information; • How to keep it up-to-date; • What we are doing to comply with GDPR.
Review	This policy will be reviewed every two years to ensure it remains up-to-date and is compliant with the law.
Declaration	<p>I confirm I have read and understood Wallace Hall 2-18 Parent Council's Data Protection Policy and will act in accordance to it.</p> <p>I am a Parent member <input type="checkbox"/></p> <p>I am a Staff member <input type="checkbox"/></p> <p>I am a Volunteer <input type="checkbox"/></p> <p>I am a Co-Opted member <input type="checkbox"/></p> <p>I am a Pupil <input type="checkbox"/></p> <p>I am a paid staff <input type="checkbox"/></p> <p>Signature _____ Print _____</p> <p>Name _____</p> <p>Date _____</p>

Approved by Parent Council on 08/11/21

Review date: November 2023

This Policy has been adapted from a template provided by Connect (Scottish Parent Teacher Council).