

Data Protection Policy

Inverurie Academy Parent Council

| HEADING | EXPLANATION |
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| Aims of this Policy | <p>Inverurie Academy Parent Council needs to keep certain information on its members in order to keep them up-to-date with Parent Council matters (e.g., meetings, decisions).</p> <p>The 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> |
| Type of Information held | <p>The Parent Council handles the following personal information: names, email addresses.</p> <p>Personal information is kept in the following forms: paper file, electronic file.</p> <p>People within the Parent Council who will handle personal information are: office bearers.</p> |
| Policy implementation | <p>In order to meet our responsibilities, Parent Council office bearers 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. |
| Security | <p>The Parent Council will take steps to ensure that personal data is kept secure at all times, by storing one copy of the paper file with the secretarial documents, and using password-protected devices for electronic files.</p> <p>Any unauthorised disclosure of personal data to a third party by a Parent Council member will result in a warning, and this information being shared with the school and the individual involved in the unauthorised disclosure of their personal data.</p> |
| Requests for access | <p>Anyone whose personal information we handle has the right to know:</p> <ul style="list-style-type: none"> • What information we hold and process on them |

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| | <ul style="list-style-type: none"> • 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 annually to ensure it remains up-to-date and is compliant with the law. |

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Policy template provided by Connect. About Connect:

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