

Inverurie Academy Parent Council Inverurie Community Campus Victoria Street Inverurie AB51 3QZ

Data Protection Policy

HEADING	EXPLANATION
Aims of this Policy	<p>Inverurie Academy Parent Council needs to keep certain information on members of the Parent Council and the wider Parent Forum in order to keep them up dated with Parent Council matters.</p> <p>Inverurie Academy 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>Inverurie Academy Parent Council handles the following personal information: Names and email addresses of members of the Parent Council and the wider parent forum.</p> <p>Personal information is kept in the following forms: A Microsoft Office document which is held within a password protected account.</p> <p>People within the Parent Council who will handle personal information are: Office bearers (Chair and Secretary)</p>
Policy implementation	<p>In order to meet our responsibilities Inverurie Academy Parent Council 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 by requesting updates at the AGM and subsequent meetings for all those who wish to join / update their information as members • 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 continue to hold the information at our AGM and subsequent meetings. • Ensure any disclosure of personal data is in line with our procedures • Deal with any queries about handling personal information quickly

Security	<p>Inverurie Academy Parent Council will take steps to ensure that personal data is kept secure at all times. The following measures will be taken: information will be held within a Microsoft Office document which is held on a password protected account.</p> <p>Where there is any unauthorised disclosure of personal data to a third party by a Parent Council member/member of staff, the individual involved will be informed of 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 • How to gain access to this information • How to keep it updated • What we are doing to comply with GDPR.
Review	<p>This policy will be reviewed annually to ensure it remains up-to-date and is compliant with the law.</p>
Declaration	<p>I confirm I have read and understood Inverurie Academy Parent Council's Data Protection Policy and will act in accordance with it.</p> <p>I am connected with this organisation in my capacity as a</p> <p style="text-align: center;">Member of the committee Member of staff</p> <p>Signature: _____</p> <p>Print name: _____</p> <p>Date: _____</p>

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You are welcome to use information from this leaflet however, if you do please acknowledge Connect.

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