

# PRIVACY NOTICE

HEADING	EXPLANATION
<b>Inverurie Academy Parent Council's privacy policy</b>	<p>Inverurie Academy Parent Council is committed to protecting your personal data (information which identifies an individual, such as full names and email addresses), whether you are a member of Inverurie Academy Parent Council or the wider Parent Forum. Please read this carefully to understand how we collect and use personal data.</p> <p>This processing of your personal data is carried out by, or on behalf of, Inverurie Academy Parent Council and kept securely.</p> <p>We will <b>never</b> share your personal data with any third parties.</p>
<b>Your rights</b>	<p>The General Data Protection Regulation (GDPR) gives certain legal rights to individuals in the EU over their own personal data. This includes UK residents, and is not affected by Brexit. These rights are:</p> <ul style="list-style-type: none"> <li>· Data access rights</li> <li>· Right to restrict processing</li> <li>· Right of Rectification</li> <li>· Right to Erasure (Right to be Forgotten)</li> <li>· Right to object to processing</li> <li>· Right to withdraw consent; and</li> <li>· Data portability rights</li> </ul> <p>These give you the right to know if we hold information on you, to obtain the information we hold on you, and to correct, update, amend or tell us to delete it.</p> <p>These rights are not absolute and may be subject to some exceptions or limitations.</p> <p>We will respond to your request to exercise these rights within 30 days of receiving a request. Please see 'How to contact us.'</p>
<b>Processing your personal data</b>	<p>We collect/process your personal data under the legal basis of <b>consent</b>. This means we only hold your information by your agreement, to advise you of upcoming meetings and invite you to meetings (either in person or virtual)</p> <p>We collect/process your personal data when it is reasonably necessary to carry out a <b>legitimate interest</b> we have identified. Whenever we are relying on legitimate interests, we will consider any potential impact on you, and your rights under GDPR.</p> <p>This means we hold it to communicate with you. Your information is held by the Parent Council until you advise us that you no longer wish us to hold it.</p>
<b>What we collect</b>	<p><b>Members of Inverurie Academy Parent Council</b></p> <p>We collect the following information from members when they join: name and email address. This is so we can keep in contact with you for as long as you are member of Inverurie Academy Parent Council.</p>

	<p><b>Members of Inverurie Academy Parent Council</b></p> <p>We collect the following information because you gave us permission to keep you up to date about news and events relating to Inverurie Academy Parent Council: names and email addresses</p> <p>If you want to update your information, or ask us to no longer contact you, please see ‘How to contact us.’</p> <p>We will hold this information until you advise us that you no longer wish to be a part of the Parent council.</p> <p>We may also collect personal data when you directly interact with us, such as when you email us or engage with our social media.</p> <p>Where you volunteer at one of the events, it may be appropriate to obtain further information (eg telephone number) however this will be retained for the duration of the event only.</p>
<p><b>How to contact us</b></p>	<p>To contact us, please get in touch by email: <a href="mailto:inverurieacademypc@gmail.com">inverurieacademypc@gmail.com</a> Your email address will be visible only to those who have access to the Parent Council email address.</p>

**This template was prepared by Connect. You are welcome to use this template. However, if you do, please acknowledge Connect.**

**About Connect**

We offer our Members a wide range of benefits including:

- membership-linked insurance
- free Information Sessions, both face-to-face and online
- our Backchat termly newsletter and regular eNewsletters
- access to the Members'-only section of Connect's website
- Connect's Annual Lecture
- advice and support by email and telephone
- a wide variety of leaflets and other resources

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