

# Muckhart Primary School Parent Council

## Data Protection Statement

HEADING	EXPLANATION
<b>Purpose</b>	Muckhart Primary School Parent Council (the <b>Parent Council</b> ) is committed to protecting your personal data (information which identifies you as an individual, such your name and email address), whether you are a member of Parent Council, the wider Parent Forum or someone else who interacts with us.
<b>What we collect</b>	<p>We collect names and e-mail addresses from members of the Parent Council and members of the Parent Forum when their children join the school.</p> <p>This is so we can keep in contact with you for as long as you are member of Parent Council to carry on the general functions and business of Parent Council, including organising fundraising events for the school.</p> <p>We may also collect personal data from individuals who directly interact with us, such as the school's teachers or if you email us or engage with our social media.</p>
<b>Processing your personal data</b>	<p>We collect, hold and use personal data to fulfil the functions of the Parent Council and to conduct its business and to organise fundraising events for the school. In doing so, the basis under data protection law on which the Parent Council relies is <b>legitimate interest</b>.</p> <p>We will review the personal data we hold annually and will erase or destroy any personal data where there is no legitimate reason to keep it for the purposes for which it was collected.</p> <p>We may share your personal data with others but only where that is reasonably necessary for the purposes of conducting Parent Council functions and business, including organising fundraising events.</p>
<b>Your rights</b>	<p>Under applicable data protection law, you have legal rights in relation to your personal data. For these purposes, the rights that are most likely to be relevant are:</p> <p>Access to your data – You have the right to request a copy of the personal data about you that we hold.</p> <p>Correcting your data –you may ask us to correct any personal data about you that you believe is inaccurate or not up to date.</p> <p>Deletion of your data – You have the right to ask us to delete personal data where you consider that we no longer require the data or (where we process your personal data on the basis of consent) you have withdrawn your consent</p>

	<p>Objecting to how we may use your data – where we process personal data on the basis of legitimate interest then, if you ask us to, we will stop using that personal information unless there are overriding legitimate grounds to continue.</p> <p>Withdrawing consent using your data – Where we use your personal data with your consent you may withdraw that consent at any time and we will stop using your personal information for the purpose(s) for which consent was given.</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 2 weeks of receiving a request. Please see ‘How to contact us.’</p>
<b>Changes to this privacy statement</b>	We keep this privacy statement under regular review and will place any updates on the school website.
<b>How to contact us</b>	<p>If you have any questions on this privacy statement or how we handle your personal data or want to exercise any of your rights then please contact:</p> <p>Chairperson – Becky Graham <a href="mailto:beckycgraham@me.com">beckycgraham@me.com</a></p> <p>Secretary – Deby Caskie <a href="mailto:debycaskie@gmail.com">debycaskie@gmail.com</a></p> <p>Treasurer – Alex Monaghan <a href="mailto:alexlmackay@yahoo.co.uk">alexlmackay@yahoo.co.uk</a></p>