Woodfarm High School Parent Partnership

Data Protection Policy



**Aims of this Policy**

Woodfarm High School Parent Partnership (WHSPP) needs to keep certain information on members/co-opted members of the WHSPP in order to keep them up to date with WHSPP matters.

WHSPP is committed to ensuring any personal data will be dealt with in line with General Data Protection Regulation (GDPR) 2018.

The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements.

**Type of Information Held**

WHSPP handles the following personal information:

* PP member names (included in Annual Report/ supplied to East Renfrewshire Council)
* PP member address details
* PP member telephone numbers
* PP member email addresses
* PP member children’s names and addresses
* PP member photographs (included in the WHSPP Organisation Chart)

The information is used to communicate with members regarding WHSPP business, included in the Annual Report, supplied to East Renfrewshire Council on request. The PP member names and photographs are only included in the WHSPP Organisation Chart.

Personal information is kept in the following forms:

* Paper files
* Electronic contact details database

Personal information will only be held on members/co-opted members of the WHSPP for the current school year.

People within WHSPP who will handle personal information are:

* Office bearers
* Minute Secretary
* Members of Staff
* Members of WHSPP

**Policy Implementation**

In order to meet our responsibilities WHSPP will:

* Ensure any 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 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**

WHSPP will take steps to ensure that personal data is kept secure at all times. The following measures will be taken:

* Using lockable cupboards for paper files
* Using password protection on computer files
* Using a shredder to dispose of paper files

Any unauthorised disclosure of personal data to a third party by a member of WHSPP/member of staff may result in their membership being terminated/further action. 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:

* 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 2018.

**Review**

This policy will be reviewed every 3 years to ensure it remains up to date and is compliant with the law.

**Declaration**

I confirm I have read and understood WHSPP Data Protection Policy and will act in accordance with it.

I am connected with this organisation in my capacity as a (\*please delete as necessary):

\*Office Bearer/ Minute Secretary/ Member of staff/ Member of WHSPP

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*This Data Protection Policy was drawn up using a template from Connect.*

*May 2018*