



MAIDENHILL PARENT COUNCIL

DATA PROTECTION POLICY

(Version 1.1)

1	Aims
1.1	Maidenhill Parent Council needs to keep certain information on Office Bearers, Class Reps, Fundraising Team and other sub-committee members, volunteers and co-opted members in order to keep them up-to-date with Parent Council matters.
1.2	Maidenhill Parent Council is committed to ensuring any personal data will be dealt with in line with General Data Protection Regulation (GDPR) 2018.
1.3	The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements.
2	Types and Forms of Information Held
2.1	Maidenhill Parent Council handles the following personal information: <ul style="list-style-type: none"> • Name • Home telephone number • Mobile number • Email address • Children/year group
2.2	Personal information is kept in the following forms: <ul style="list-style-type: none"> • Email client address book • Spreadsheet (digital/paper)
3	Handling of Information
3.1	People within the Parent Council who will handle personal information are expected to be limited to Office Bearers (See Maidenhill Parent Council Constitution Section 8).
3.2	All members of the Parent Council who handle personal information will be required to sign the Data Protection Policy prior to being granted access to personal information.
4	Policy Implementation
4.1	In order to meet our responsibilities, Maidenhill Parent Council will: <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 • Hold personal data only as long as initially stated at the time of gathering consent • Make sure information 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

	<ul style="list-style-type: none"> • Ensure any disclosure of personal data is in line with our procedures • Deal with any queries about handling personal information quickly
5	Security
5.1	<p>Maidenhill Parent Council will take steps to ensure that personal data is kept secure at all times. The following measures will be taken:</p> <ul style="list-style-type: none"> • Paper hard copies kept locked • Digital copies stored in password-protected folders/files/applications
5.2	<p>Any unauthorised disclosure of personal data to a third party by a Parent Council Office Bearer, Member or Volunteer will not be tolerated and is likely to lead to immediate removal of access to personal data, and for extreme abuses of this policy, expulsion from the Parent Council. The individual(s) involved will be informed of the unauthorised disclosure of their personal data.</p>
6	Requests for Access
6.1	<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 up-to-date • What we are doing to comply with GDPR
7	Review
7.1	<p>This policy will be reviewed every three years to ensure it remains up to date and is compliant with the law.</p>