

# St Clare's Parent Council

St Clare's Primary School, Waterfoot Road, Newton Mearns, G77 5GP

## Data Protection Policy

<b>Aims of this Policy</b>	<p>St Clare's Parent Council needs to keep certain information on committee members and members of the Parent Forum, for example, in order to keep them up to date with Parent Council matters.</p> <p>St Clare's Parent Council is committed to ensuring any personal data will be dealt with in accordance with the Data Protection Act 2018.</p> <p>The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements.</p>
<b>Type of information held</b>	<p>St Clare's Parent Council handles the following personal data:</p> <p>Committee Members:</p> <ul style="list-style-type: none"><li>• Name</li><li>• Mobile telephone number</li><li>• Email address</li><li>• On occasion, bank account details</li><li>• On occasion, home address</li><li>• Signed code of conduct copy.</li></ul> <p>Parent Forum Volunteers</p> <ul style="list-style-type: none"><li>• Name</li><li>• Mobile telephone number</li><li>• Email address</li></ul> <p>Members of the Parent Forum, generally (for example, re payments for goods supplied by the Parent Council in fund-raising initiatives)</p> <ul style="list-style-type: none"><li>• Name</li><li>• Email address</li><li>• Bank account details</li><li>• Names of children</li><li>• On occasion, home address</li></ul> <p><b>Personal data is kept in the following forms:</b></p> <p>Committee Members:</p> <ul style="list-style-type: none"><li>• Electronic database stored on google drive</li><li>• Scanned copy of signed code of conduct stored on google drive.</li></ul> <p>Parent Forum Volunteers</p> <ul style="list-style-type: none"><li>• All information held electronically on Plan Social App.</li></ul> <p>Members of the Parent Forum, generally</p> <ul style="list-style-type: none"><li>• In email accounts operated by the Parent Council</li><li>• Documents stored on google drive</li></ul>

	People within the Parent Council/ who will handle personal information are: Secretary(s), Chairperson(s), Treasurer(s) and Council members running fund-raising initiatives
<b>Policy implementation</b>	<p>In order to meet our responsibilities St Clare's Parent Council will:</p> <ul style="list-style-type: none"> <li>• Ensure any personal data is collected in a fair and lawful way</li> <li>• Explain why personal data is needed at the start, how it will be used, and how long it will be kept</li> <li>• Ensure that only the minimum amount of data needed is collected and used</li> <li>• Ensure the data is up-to-date and accurate</li> <li>• Hold personal data only as long as initially stated at the time of gathering consent</li> <li>• Make sure it is kept safely</li> <li>• Ensure any disclosure of personal data is in line with our procedures</li> <li>• Deal with any queries about handling personal data quickly</li> </ul>
<b>Security</b>	<p>St Clare's 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"> <li>• Password protection of google drive.</li> <li>• Administrative access to Plan Social.</li> <li>• Restricted access to Parent Council email accounts</li> </ul> <p>Any unauthorised disclosure of personal data to a third party by a Parent Council office bearer may result in their removal from post. The individual involved will be informed of the unauthorised disclosure of their personal data.</p>
<b>Requests for access</b>	<p>Anyone whose personal data we handle has the right to know:</p> <ul style="list-style-type: none"> <li>• What data we hold and process on them</li> <li>• How to gain access to this data</li> <li>• How to keep it up-to-date</li> <li>• What we are doing to comply with the Data Protection Act 2018.</li> </ul>
<b>Review</b>	This policy will be reviewed every one year to ensure it remains up-to-date and is compliant with the law.
<b>Declaration</b>	<p>I confirm I have read and understood St Clare's Parent Council's Data Protection Policy and will act in accordance to it.</p> <p>I am connected with this organisation in my capacity as a</p> <p style="padding-left: 40px;">Member of the committee Member of the parent forum Volunteer Member of staff</p> <p>Signature: _____</p> <p>Print name: _____</p> <p>Date: _____</p>