

Inverkeithing Primary School Parent Council

Data Protection Policy

Reviewed: 6th November 2025



1. Aims of this Policy

Inverkeithing Primary School Parents Council (hereafter IPSPC) needs to keep certain information on volunteers, members of the Parent Forum and committee members in order to keep them up-to-date with Parent Council matters.

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

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

2. Type of information held

IPSPC handles the following personal information:

- Contact details (name, email address, phone number) to communicate with committee members, school management team and wider Parent Forum (where appropriate)
- Names of wider Parent Forum that have joined IPSPC Facebook group
- Contact details (name, email address, phone number) for volunteers at IPSPC events

Personal information is kept in the following forms:

- Digital list (spreadsheet) for contact details of committee members
- Outlook contact list
- Facebook group for Parent Forum
- Facebook Messenger Group or WhatsApp for committee members

People within the Parent Council who will handle personal information are:

- Chairperson
- Secretary

3. Policy implementation

In order to meet our responsibilities IPSPC will:

Chairperson

- 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;
- To hold personal data only as long as initially stated at the time of collection;
- Make sure it 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.
- Ensure any disclosure of personal data is in line with our procedures;

- Deal with any queries about handling personal information quickly.

4. Security

IPSPC will take steps to ensure that personal data is kept secure at all times.

The following measures will be taken:

- Password protection on digital files
- Password protection for access to Gmail of IPSPC.

Any unauthorised disclosure of personal data to a third party by a volunteer/Parent Council member may result in removal as volunteer/dismissal from IPSPC. The individual/s involved will be informed of the unauthorised disclosure of their personal data.

5. 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.

6. Review

This policy will be reviewed every 2 years to ensure it remains up-to-date and is compliant with the law.

7. Declaration

I confirm I have read and understood IPSPC's Data Protection Policy and will act in accordance to it.

Signature:

Print Name:

Date: