

PRIVACY POLICY/STATEMENT

for Parent Council media/events

HEADING	EXPLANATION
Sandaig Primary Parent Council's privacy policy	<p>Sandaig Primary Parent Council is committed to protecting your personal data (information which identifies an individual, such as full names and email addresses), whether you are a member of Sandaig Primary PC or the wider Parent Forum. Please read this carefully to understand how we collect and use personal data.</p> <p>This processing of your personal data is carried out by, or on behalf of, Sandaig Primary Parent Council, and kept securely.</p> <p>We will never share your personal data with any third parties.</p>
Your rights	<p>The General Data Protection Regulation (GDPR) gives certain legal rights to individuals in the EU over their own personal data. This includes UK residents, and is not affected by Brexit. These rights are:</p> <ul style="list-style-type: none"> · Data access rights · Right to restrict processing · Right of Rectification · Right to Erasure (Right to be Forgotten) · Right to object to processing · Right to withdraw consent; and · Data portability rights <p>These give you the right to know if we hold information on you, to obtain the information we hold on you, and to correct, update, amend or tell us to delete it.</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 10 working days of receiving a request. Please see 'How to contact us.'</p>
Processing your personal data	<p>We collect/process your personal data under the legal basis of consent. This means we only hold your information by your agreement</p> <p>This means we hold it to for the specific purpose it relates to and for the length of time needed to complete that purpose or as long as legally required, if appropriate.</p> <p>We collect/process your personal data when it is reasonably necessary to carry out a legitimate interest we have identified. Whenever we are relying on legitimate interests, we will consider any potential impact on you, and your rights under GDPR.</p>

	<p>This means we hold it to for the specific purpose it was intended for an for until the start of the next school term, or as long as legally required, if appropriate.</p>
<p>What we collect</p>	<p>Members of Sandaig Primary Parent Council We collect the following information from members when they join: name, address, email address, phone number and name(s) and class(es) of members child/ren to verify association to the Sandaig Primary School and members access to social media. Once verification from Sandaig Primary is obtained, details of the child/ren and classes will be held on the contact details form you provide. A copy of our data protection policy will also be sent and you will be asked to sign and return this to the parent council.</p> <p>The collection of your name, address, email address and phone number and access to social media are so we can keep in contact with you for as long as you are member of the parent council.</p> <p>Members of Sandaig Primary Parent Forum We collect the following information because you gave us permission to keep you up to date about Sandaig Primary Parent Council news and events: Names, email address, phone numbers and initially name(s) and class(es) of members child/ren to verify association to the Sandaig Primary School. Once verification from Sandaig Primary is obtained your information will be held as per our data protection policy which can be viewed on the Sandaig Primary app 'Scot Ed'.</p> <p>If you want to update your information, or ask us to no longer contact you, please see 'How to contact us.'</p> <p>We will hold this information until the start of the next school term. An office bearer will then contact you to ask if you consent to your information being retained for another year. If you consent we will ask you to confirm all your contact details are correct and up-to-date.</p> <p>We ask that if you change any contact details we hold for you that you advise us of these changes. Please see 'How to contact us'.</p> <p>We may also collect personal data when you directly interact with us, such as when you email us or engage with our social media.</p> <p>Attendees of Sandaig Primary Parent Council events Should such an event be held, we collect the following information from attendees of our events to maintain the register/and for emergency contacts. names, emergency contact details, permission of parent/carer</p>
<p>How to contact us</p>	<p>You can contact the parent council by email at: sandaigprimarypc@gmail.com If you do not have email access, please give your contact details to the Head Teacher or Deputy Head Teacher at Sandaig Primary and an parent council office bearer will contact you.</p>