**St Albert's Parent Council January 2024**

**Data Protection policy**

**AIMS**

* St Albert's PC needs to keep certain information on (volunteers, members of parent councils, key stakeholders) in order to keep them up-to-date with PC matters.
* St Albert's PC 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**

St Albert's Parent Council handles the following personal information:

Event registration of individuals, email addresses for newsletter and PC members contact information.

Personal information is kept in the following forms: GMail, Google Drive/Forms

People within the parent council who will handle personal information are: Chairperson and those requiring to collect information to carry out the council with the authorisation of the Chairperson

**Policy implementation**

In order to meet our responsibilities our PC and its members will:

* 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 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
* Once the data has served its initial purpose but requires to be stored. It will be sent to the Chairperson to be stored on the PC Google Drive or another secure database. The member will then delete their copies safely.

**Security**

St Albert's PC will take steps to ensure that personal data is kept secure at all times. The following measures will be taken: All personal data is stored in a secure database either in PC Google Drive, G Mail which are all password protected with only Parent Council having access to the passwords.

Any unauthorised disclosure of personal data to a third party by a PC member may result in termination of their membership and possible legal consequences. 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.

**Review**

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

**Declaration**

I confirm I have read and understood St Albert’s PC Data Protection Policy and will act in accordance to it.

List of members who have read and understood the above and who have confirmed by email:

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| --- | --- | --- |
| PC member name | Date of confirmation | Agreement to policy |
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