



Clydeview Academy
Parent Council Data Protection Policy
September 2018

<p>Aims of this Policy</p>	<p>Clydeview Academy Parent Council needs to keep certain information about Parent Council members and willing helpers in order to keep them up-to-date with Parent Council matters.</p> <p>Clydeview Academy Parent Council is committed to ensuring any personal data will be dealt with in line with General Data Protection Regulation (GDPR) 2018.</p> <p>The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements.</p>
<p>Type of information held</p>	<p>Clydeview Academy Parent Council handles the following personal information: Email addresses of Parent Council members and willing Helpers.</p> <p>Personal information is kept in the following forms: In an email contact group.</p> <p>People within the Parent Council who will handle personal information are: Office Bearers</p>
<p>Policy implementation</p>	<p>In order to meet our responsibilities Clydeview Academy Parent Council the Office Bearers will:</p> <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;• To 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.

This Policy has been adapted from a template provided by Connect (formerly Scottish Parent Teacher Council) in May 2018



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Security	<p>Clydeview Academy Parent Council will take steps to ensure that personal data is kept secure at all times.</p> <p>The following measures will be taken: Password protection on computer and email accounts, all emails will be sent out blind carbon copy (BCC).</p> <p>Any unauthorised disclosure of personal data to a third party by a Parent Council Office Bearer will be investigated following advice sought from Connect (formerly Scottish Parent Teacher Council) and Inverclyde Council Education Services, and may result in the Office Bearer(s) being asked to step down from the Clydeview Academy Parent Council. The individual involved will be informed of the unauthorised disclosure of their personal data.</p>
Requests for access	<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.
Review	<p>This policy will be reviewed every 2 years to ensure it remains up-to-date and is compliant with the law.</p>
Declaration	<p>I confirm I have read and understood Clydeview Academy Parent Council's Data Protection Policy and will act in accordance to it.</p> <p>I am connected with this organization in my capacity as an Office Bearer.</p>
	<p>Signature: signed</p> <p>Print name: Anne Witherow (Chair)</p> <p>Date: 24/9/18</p>