

## DATA PROTECTION POLICY FOR PARENT GROUPS

HEADING	EXPLANATION
<b>Aims of this Policy</b>	<p><b>Knightsridge Primary School Parent Council</b> needs to keep certain information on <a href="#">committee members</a> in order to keep them up-to-date with Parent Council matters..</p> <p><b>Knightsridge Primary School Parent Council</b> is committed to ensuring any personal data will be dealt with in line with General Data Protection Regulation (UK GDPR) 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><b>Knightsridge Primary School Parent Council</b> handles the following personal information:</p> <p>Committee members names and contact details (telephone numbers and/or email addresses).</p> <p>Personal information is kept in the following forms: in a document that is stored online.</p> <p>People within the Parent Council who will handle personal information are: Committee members.</p>
<b>Policy implementation</b>	<p>In order to meet our responsibilities <b>Knightsridge Primary School Parent Council</b> 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 information needed is collected and used</li> <li>• Ensure the information is up-to-date and accurate</li> <li>• Hold personal data only as long as initially stated at the time of collection</li> <li>• Make sure it is kept safely</li> <li>• 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</li> <li>• Ensure any disclosure of personal data is in line with our procedures</li> </ul> <p>Deal with any queries about handling personal information quickly</p>

<p><b>Security</b></p>	<p><b>Knightsridge Primary School Parent Council</b> will take steps to ensure that personal data is always kept secure. The following measures will be taken:  <a href="#">computer files that are password protected.</a></p> <p>Any unauthorised disclosure of personal data to a third party by a Parent Council member may result in <b>(insert consequences)</b>. The individual/s involved will be informed of the unauthorised disclosure of their personal data.</p>
<p><b>Requests for access</b></p>	<p>Anyone whose personal information we handle has the right to know:</p> <ul style="list-style-type: none"> <li>• What information we hold and process on them</li> <li>• How to gain access to this information</li> <li>• How to keep it up-to-date</li> <li>• What we are doing to comply with GDPR.</li> </ul>
<p><b>Review</b></p>	<p>This policy will be reviewed every 5 years to ensure it remains up-to- date and is compliant with the law.</p>
<p><b>Declaration</b></p>	<p>I confirm I have read and understood <b>Knightsridge Primary School Parent Council's</b> Data Protection Policy and will act in accordance with it.</p> <p>I am connected with this organisation in my  capacity as a Member of the  committee  Volunteer  Member of  staff</p> <p>Signature: _____  Print name: _____  Date: _____</p>

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