

PRIVACY POLICY FOR PARENT GROUPS

HEADING	EXPLANATION
Knightsridge Primary School Parent Council's privacy policy	<p>Knightsridge Primary School 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 Knightsridge Primary School Parent Council 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, Knightsridge Primary School 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 (UK GDPR) gives certain legal rights to individuals in the UK over their own personal data. 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 1 Month of receiving a request. Please see ‘How to contact us.’</p>
<p>Processing your personal data</p>	<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 communicate parent council business, involve committee members in planning of parent council events and invite people to share views about things that are relevant to the parent council.</p>
<p>What we collect</p>	<p>Members of Knightsridge Primary School Parent Council</p> <p>We collect the following information from members when they join: names and email addresses, phone numbers</p> <p>This is so we can keep in contact with you for as long as you are member of Knightsridge Primary School Parent Council</p> <p>Members of Knightsridge Primary School Parent Council Parent Forum</p> <p>We collect the following information because you gave us permission to keep you up to date about Knightsridge Primary School Parent Council news and events: names and email addresses etc.</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 for (length of time agreed by organisation)</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 Knightsridge Primary School Parent Council events</p> <p>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/carers if attendee is under 13 years.</p>
<p>How to contact us</p>	<p>This would be details of chair?</p>
<p>This template was prepared by Connect. You are welcome to use this template. However, if you do, please acknowledge Connect.</p> <p>June 2023</p> <p>Connect, Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh, EH3 6BB Tel: 0131 474 6199</p> <p>Email: info@connect.scot</p> <p>Website: www.connect.scot ConnectScot @ connect_scot</p>	