

Firrhill High School Parent Council Data Protection Policy 2018

HEADING	EXPLANATION
Aims of this Policy	<p>Firrhill High School Parent Council, its Working Groups and the PTA are 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. This policy applies to;</p> <ul style="list-style-type: none"> - Firrhill High School Parent Council (FHSPC) - FHSPC Working Groups - FHS PTA
Type of information held and holders of that data	<p>Firrhill High School Parent Council handles the following personal information:</p> <ul style="list-style-type: none"> - PC based membership lists for the Parent Council, PTA and Working Groups - Contact details for supporters/ participants in PC/ PTA organised events. <p>People within the Parent Council/PTA who handle personal information are:</p> <ul style="list-style-type: none"> - FHSPC Chair - FHSPC Secretary - FHSPC Treasurer - FHSPC Working Group leaders and allocated members - FHSPC PTA Chair, Secretary & Treasurer
Policy implementation	<p>In order to meet our responsibilities, the members of the Firrhill HS Parent Council, including its Working Groups and the PTA 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; • Securely destroy / dispose of any data that should no longer be held.
Security	<p>Firrhill High School Parent Council, its Working Groups and the PTA will take steps to ensure that personal data is kept secure at all times. The following measures will be taken:</p> <ul style="list-style-type: none"> - PC based lists will be password protected - Paper based lists will be stored in locked areas

	<p>Any unauthorised disclosure of personal data to a third party by a Parent Council/ PTA / Working Group member will be reviewed by FHSPC leadership who will decide on appropriate next steps.</p> <p>Any individuals whose data has been subject to unauthorised disclosure of their personal data will be advised promptly.</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 annually to ensure it remains up-to-date and is compliant with the law.</p>
Declaration	<p>The members of the Firrhill High School Parent Council have discussed and adopted this Data Protection Policy on behalf of the FHSPC, its Working Groups and the FHS PTA. All members of these groups will act in accordance to it.</p> <p>Minuted at the FHSPC Meeting held on 28/5/ 2018.</p> <p>Fred Bell, Chair FHSPC Julie Darling, Secretary FHSPC</p> <hr/>

This policy was formally adopted by the Firrhill Parent Council on 28 May 2018.

We acknowledge the support of Connect (formerly the Scottish Parent Teacher Council) in providing this policy template.

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