



Carnaross NS Parents Association

Data Protection Policy

<p>Aims of this Policy</p>	<p>Carnaross Parents' Association will sometimes need to keep certain information on Parents, Guardians and Teachers in order to keep them up-to-date with Parent Association events/issues.</p> <p>Carnaross Parents' Association 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>Carnaross Parents' Association handles the following personal information in cases where necessary:</p> <p>Names, email addresses and/or telephone numbers of Parents, Guardians and Teachers.</p> <p>Personal information can be kept in the following format: Digital and hardcopy.</p> <p>Person/people within the Parents' Association who will handle personal information is/are: Parents' Association Committee Members.</p>
<p>Policy implementation</p>	<p>In order to meet our responsibilities Carnaross Parents' Association 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.

<p>Security</p>	<p>Carnaross Parents' Association will take steps to ensure that personal data is kept secure at all times. The following measures will be taken: password protection on computer files, hard copy files stored in a secure location and confidential destruction of information, hard and soft copy, when it is no longer required.</p> <p>Any unauthorised disclosure of personal data to a third party by a Parents' Association Committee member will result in the termination of their access to personal data. The individual involved will be informed of the unauthorised disclosure of their personal data.</p>
<p>Requests for access</p>	<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.
<p>Review</p>	<p>This policy will be reviewed every 2 years to ensure it remains up- to-date and is compliant with the law.</p>
<p>Declaration</p>	<p>I confirm I have read and understood Carnaross Parents' Association's Data Protection Policy and will act in accordance to it.</p> <p>I am connected with this organisation in my capacity as a Member of the committee.</p> <p>Print name:</p> <p>Signature:</p> <p>Date:</p>