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Data Protection Policy

HEADING	EXPLANATION
Aims of this Policy	<p>The Parent Council of Pinkie St Peters Primary School (known as Pinkie Parents) needs to keep certain information on committee members, members of the wider parent forum, helpers, friends and volunteers in order to keep them up-to-date with Pinkie Parents and wider school matters.</p> <p>Pinkie Parents is committed to ensuring any personal data will be dealt with in line with Data Protection Legislation, as defined by the Data Protection Act 2018.</p> <p>The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements.</p>
Type of information held	<p>Pinkie Parents handles the following personal information:</p> <ul style="list-style-type: none"> • Name, address and contact details (including phone numbers and email. addresses) of committee members and members of the wider parent forum • Names of children attending fundraising events. • Details of people providing services to Pinkie Parents. <p>Personal information is kept in the following forms: paper and electronic.</p> <p>People within Pinkie Parents who will handle personal information are the committee members.</p>
Policy implementation	<p>In order to meet our responsibilities, Pinkie Parents 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;

	<ul style="list-style-type: none"> • 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.
Security	<p>Pinkie Parents will take appropriate steps to ensure that personal data is kept secure at all times.</p> <p>Any unauthorised disclosure of personal data to a third party by a committee member may result in exclusion from the committee. The individual involved may 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 Data Protection Legislation.
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 Pinkie Parent's Data Protection Policy and will act in accordance to it.</p> <p>I am connected with this organisation in my capacity as an office bearer and will ensure volunteers at events which involve the use of personal information are aware.</p> <p>CHAIR – Suzanne Douglas</p> <p>VICE CHAIR – Pamela Grant</p> <p>TREASURER – Marie Hartley</p> <p>CLERK – Louise Scott</p>

v1	Approved by Parent Council 5 th June 2017
v2	Updated for GDPR for discussion at Parent Council on 4 th June 2018