

STONEYHILL PRIMARY SCHOOL PARENT COUNCIL

Data Handling Policy

Issued in accordance with General Data Protection Regulation (GDPR) 2018

HEADING	EXPLANATION
Aims of this Policy	<p>Stoneyhill Primary School Parent Council needs to keep certain information on Members of the Parent Council, Committee members of the Parent Council and members of the Parent Forum in order to keep them up to date with Parent Council matters.</p> <p>Stoneyhill Primary School Parent Council 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>
Type of Information Held	<p>Stoneyhill Primary School Parent Council handles the following personal information:</p> <ul style="list-style-type: none">i) Committee Members and Members of the Parent Council – name, home address, phone number and email addressii) Members of the Parent Forum who have asked to receive emails from and about the Parent Council – email address only <p>Personal information is kept in the following forms: i) held in an excel spreadsheet and shared with East Lothian Council* ii) held in an email distribution list within a secure East Lothian Council email account</p> <p>People within the Parent Council / PTA who will handle personal information are: Office Bearers</p> <p>* East Lothian Council's data handling policy can be found at: https://www.eastlothian.gov.uk/site_search/results/?q=Data+Handling+Policy</p>
Opt-out	<p>Of the personal information detailed in the "Type of Information" section, any individual in categories i) or ii) can opt out of receiving communications from the Parent Council or being a Parent Council member by emailing parentcouncil@stoneyhill.elcschool.org.uk. Data will be immediately and permanently deleted.</p>
Policy Implementation	<p>In order to meet our responsibilities Stoneyhill Primary School Parent Council Office bearers 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 is collected and used;• Ensure the information is up to date and accurate;

	<ul style="list-style-type: none"> • 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>Stoneyhill Primary School Parent Council will take steps to ensure that personal data is kept secure at all times. The following measures will be taken:</p> <p>Committee Members and Members of the Parent Council's data is held in an excel spreadsheet on a password protected laptop, accessible only by one office bearer. Within East Lothian Council, the data is held electronically in a database accessible only by Bev Skirrow and Claire Burns at East Lothian Council.</p> <p>Any unauthorised disclosure of personal data to a third party may result in the Parent Council reporting a data breach to the Scottish Information Commissioner's Office detailing how/who had accessed the data. The individual involved will be informed of the unauthorised disclosure of their personal data.</p>
Request 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 every year at the Parent Council's Annual General Meeting, to ensure it remains up to date and is compliant with the law.</p>

Agreed by Parent Council committee and members on 16 January 2019