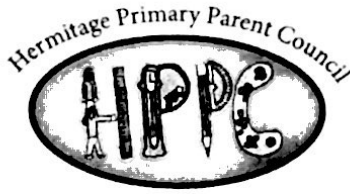


c/o Hermitage Primary School, Argyle Street East, Helensburgh, G84 7EW U.K.  
 Telephone: +44 (0) 1436 672949. Email: [parents@hermitageprimaryps.co.uk](mailto:parents@hermitageprimaryps.co.uk)

# DATA PROTECTION

## HERMITAGE PRIMARY PARENT COUNCIL

HEADING	EXPLANATION
<b>Aims of this Policy</b>	<p>Hermitage Primary Parent Council needs to keep certain information on volunteers, members of the Parent Forum, helpers, friends, and committee members in order to keep them up-to-date with Parent Council matters.</p> <p>Hermitage Primary 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>
<b>Type of information held</b>	<p>Hermitage Primary Parent Council handles the following personal information: name, email address, telephone, child's name and year group, position (office bearer, volunteer etc), date joined and events.</p> <p>Personal information is kept in the following forms: database, paper files.</p> <p>People within the Parent Council who will handle personal information are: office bearers.</p>
<b>Policy implementation</b>	<p>In order to meet our responsibilities Hermitage Primary Parent Council Office Bearers will:</p> <ul style="list-style-type: none"> <li>• Ensure any personal data is collected in a fair and lawful way;</li> <li>• Explain why personal data is needed at the start, how it will be used, and how long it will be kept;</li> <li>• Ensure that only the minimum amount of information needed is collected and used;</li> <li>• Ensure the information is up-to-date and accurate;</li> <li>• To hold personal data only as long as initially stated at the time of gathering consent;</li> <li>• Make sure it is kept safely;</li> <li>• 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.</li> <li>• Ensure any disclosure of personal data is in line with our procedures;</li> <li>• Deal with any queries about handling personal information quickly.</li> </ul>



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<b>Security</b>	<p>Hermitage Primary Parent Council will take steps to ensure that personal data is kept secure at all times. The following measures will be taken: files will be kept in a locked cupboard and computer files will be password protected.</p> <p>Any unauthorised disclosure of personal data to a third party by a volunteer/Parent Council member may result in removal from the Parent Council and an investigation. The individual involved will be informed of the unauthorised disclosure of their personal data.</p>
<b>Requests for access</b>	<p>Anyone whose personal information we handle has the right to know:</p> <ul style="list-style-type: none"> <li>• What information we hold and process on them</li> <li>• How to gain access to this information</li> <li>• How to keep it up-to-date</li> <li>• What we are doing to comply with GDPR.</li> </ul>
<b>Review</b>	<p>This policy will be reviewed once a year to ensure it remains up- to-date and is compliant with the law.</p>
<b>Declaration</b>	<p>I confirm I have read and understood Hermitage Primary Parent Council's Data Protection Policy and will act in accordance to it.</p> <p>I am connected with this organization in my capacity as a <u>Chair</u></p> <p>Signature: <u>Rhona Black</u></p> <p>Print name: <u>RHONA BLACK</u></p> <p>Date: <u>6 Sept 2018</u></p>