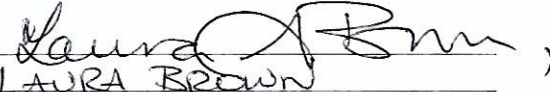


# Leith Academy parent council

## Data Protection

HEADING	EXPLANATION
<b>Aims of this Policy</b>	<p>Leith Academy parent council needs to keep certain information on Parents volunteers, members of the Parent Forum, helpers, friends and committee members in order to keep them up-to-date with Parent Council/PTA matters.</p> <p>Leith Academy 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>Leith Academy parent council handles the following personal information: email addresses for parents, local councillors and friends of Leith Academy parent council</p> <p>Personal information is kept in the following forms: A data base of contacts on the parent council g mail account</p> <p>People within the Parent Council/PTA who will handle personal information are: The chair and vice chair of Leith Academy parent council</p>
<b>Policy implementation</b>	<p>In order to meet our responsibilities Leith Academy parent council chair and vice chair 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>

<b>Security</b>	<p>Leith Academy parent council will take steps to ensure that personal data is kept secure all times. The following measures will be taken: The Leith Academy parent council g mail account is password protected with access by the chair and vice chair, in the event of a new chair or vice chair being elected the password will be changed.</p> <p>Any unauthorized disclosure of personal data to a third party by Parent Council member may result in the dismissal from the parent council. The individual involved will be informed of the unauthorized 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 every two years 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 Leith Academy parent council Data Protection Policy and will act in accordance to it.</p> <p>I am connected with this organization in my capacity as a</p> <p style="padding-left: 40px;">Member of the committee Volunteer Member of staff</p> <p>Signature: </p> <p>Print name: <u>LAURA BROWN</u></p> <p>Date: <u>25/5/18</u></p>

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