



HoB PTA

Working together to support
all pupils and our school

HOB PTA - DATA PROTECTION POLICY 2020

<p>Aims of this Policy</p>	<p>The Hill of Banchory PTA needs to keep certain information on volunteers, teachers, committee members in order to keep them up-to-date with PTA matters, and for PTA events.</p> <p>The Hill of Banchory PTA 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>The Hill of Banchory PTA handles the following personal information:</p> <p>PTA committee members and volunteer names, addresses, contact telephone numbers and email addresses. During events the PTA may handle pupil names and emergency contact details and/or medical information.</p> <p>Personal information may be kept in the following forms: paper files and/or electronically.</p> <p>People within the PTA who will handle personal information are the PTA Office Bearers and attending committee members.</p>
<p>Policy implementation</p>	<p>In order to meet our responsibilities, the Hill of Banchory PTA 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 • Hold personal data only as long as initially stated at the time of collection • 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

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Security	<p>The HOB PTA will take steps to ensure that personal data is kept secure at all times. Paper files with personal details will be destroyed following any event or need is no longer required.</p> <p>The HOB PTA will not disclosure personal data to a third party. Should this occur the PTA shall inform the affected individual 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 GDPR.
Review	<p>This policy will be reviewed every year to ensure it remains up-to-date and is compliant with the law.</p>