

Bannerman High Parent Council

c/o Bannerman High School, 14 Glasgow Road, Glasgow, G69 7NS

Data Protection Policy

HEADING	EXPLANATION
Aims of this Policy	<p>Bannerman High PC needs to keep certain information on members of the Parent Forum, helpers, committee members, teachers in order to keep them up-to-date with Parent Council matters.</p> <p>Bannerman High PC 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>Bannerman High PC handles the following personal information: name, address, email address, phone number and access to social media of PC members. This will be reviewed and updated annually.</p> <p>Personal information is kept in the following forms: held online within folder in the Bannerman High PC Gmail account.</p> <p>People within the Parent Council/PTA who will handle personal information are: office bearers</p>
Policy implementation	<p>In order to meet our responsibilities Bannerman High PC 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 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 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>Bannerman High PC will take steps to ensure that personal data is kept secure at all times. The following measures will be taken: limit access to Gmail account to Chair, Secretary & Treasurer, all office bearers will have the passwords for the account and this will be required before access to the Gmail account can be obtained.</p> <p>If any unauthorised disclosure of personal data to a third party by a Parent Council member occurs the individual involved will 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 GDPR.
Review	<p>This policy will be reviewed every year at the start of the school term to ensure it remains up-to-date and is compliant with the law.</p>
Declaration	<p>By providing the Bannerman High Parent Council 'Contact Details Form', I confirm I have read and understood Bannerman High Parent Council's Data Protection Policy and will act in accordance to it.</p> <p>I am connected with this organisation in my capacity as a (delete as appropriate)</p> <p>Member of the parent council Member of the parent forum Member of staff</p> <p>_____</p>

Updated March 2023