



Kaimhill School Parent Council Data Protection Policy

Policy Statement

Kaimhill Parent Council (PC) and Kaimhill Fund-raising Group (KFG) understand the importance of protecting personal information and are committed to complying with the General Data Protection Regulation (GDPR) 2018.

The GDPR sets out the rules for how organisations must process personal data and gives individuals the right to find out what personal data is held about them by organisations and to request to see, correct or erase personal data held.

Kaimhill Parent Council needs to collect and process personal data about members of the parent forum in order to carry out their business effectively.

Personal Information Held

Personal information is defined as data which relates to a living individual who can be identified from that data, or other information held. The PC and KFG each operate their own email account and hold the following:

- 1- the name and email address for each PC member along with written consent from them to hold this information. It also holds the same information for parent forum members who request to be added to the PC mailing list.
- 2-. We also hold the same information for parent forum members who have agreed they can be contacted to help with PC activities. Where a member of the parent forum makes a monetary donation to the PC by electronic bank transfer, their name, if provided as a reference, will be held within the PC's bank account.

Emails from 3rd parties and parent forum members who are not on the PC or KFG mailing list will be stored until such time as their query is dealt with to their satisfaction or the information they have provided has been used for the purpose for which it was gathered.

Personal information is kept in electronic form within the relevant email account. Responsibility for handling this personal information is as follows:

- 1 – the PC Chairperson and Secretary
- 2 – the PC Treasurer and one other office bearers elected by the PC. Where there is only one office bearer in post, a second data handler will be elected from the PC general membership.

Personal Information Relating to Monetary Donations to the PC

Personal information relating to monetary donations made by bank transfer to the PC account will be held securely in the PC bank account. This account and the information within it will only be accessible to the PC Treasurer and PC Chairperson.

Should a donor email details of the donation they are making to the PC, this information will be stored until such time as the transaction appears in the PC bank account. At this point, the email will be deleted.

If the Treasurer receives written details of a donation being made in paper form, it will be stored securely in a locked drawer or other storage container which is only accessible to the Treasurer. Once the transaction appears in the PC bank account, the Treasurer will shred the document and dispose of it securely.

Data Protection Principles

The GDPR outlines the principles which underpin the handling of personal data. To ensure compliance with the Regulation, the PC will:

- 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 the information is kept safely;
- Update the information we hold every year, asking people to confirm the details are correct and gaining their 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

The PC and the KFG will ensure that the personal data they hold is kept secure at all times. Each will hold it in a password protected email account which will only be accessible to those with responsibility for handling the personal information.

Any unauthorised disclosure of personal data will be investigated and appropriate actions taken. The individual involved will be informed of the unauthorised disclosure of their personal data.

Request for Access

Anyone whose personal information we handle has the right to know:

- 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.

Where an individual wishes to find out what information we hold and process on them, they should make a System Access Request (SAR) in writing. The same applies if they wish to receive a copy of the information we hold. All SAR requests will be dealt with as soon as possible and no later than 1 month after receipt of the request as per the GDPR. Requests should be emailed to:

PC email- pckaimill@aberdeen.npfs.org.uk

Updating Personal Information

Should an individual's personal details change, they are encouraged to request that the information held on them is updated. This should be done in writing by emailing:

PC secretary- JuneRae@aberdeencity.gov.uk

Withdrawing Consent to Hold Personal Information

Individuals have the right to request that their personal information is deleted from the PC email account at any time. This should be done in writing by emailing:

PC -pckaimhill@aberdeen.npfs.org.uk

Review

This policy will be reviewed every year to ensure it remains up-to-date and is compliant with the law.