

Data Protection Policy

(Last updated: 24 September 2018)

Aims of this Policy	<p>St Michael's Parent Teacher Association needs to keep certain information on Parents' Association committee members and members of the Parent Association in order to keep them up-to-date with Parent Association events/issues.</p> <p>St Michael's Parent Teacher Association is committed to ensuring any personal data will be dealt with in line with General Data Protection Regulation (GDPR) 2018. 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>St Michael's Parent Teacher Association handles the following personal information: Parents' Association committee members and members of the Parent Association – Name, email address, telephone number.</p> <p>Personal information is kept in the following format: Spreadsheet.</p> <p>Person/people within the Parents' Association who will handle personal information is/are: Parents' Association Chairperson and Parents' Association Secretary</p>
Policy implementation	<p>In order to meet our responsibilities St Michael's Parent Teacher Association 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;

	<ul style="list-style-type: none"> ○ To 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.
<p>Security</p>	<p>St Michael’s Parent Teacher Association will take steps to ensure that personal data is kept secure at all times. The following measures will be taken: The spreadsheet is only accessible through a password. The spreadsheet is stored encrypted at rest (128-bit AES keys). The file in motion is protected using 256-bit SSL/TLS encryption. Access and security are reviewed yearly.</p> <p>Any unauthorised disclosure of personal data to a third party by a Parents’ Association Committee member may result in termination of their access to personal data. The data breach will be discussed at the next scheduled Parents Association Committee meeting. The individual involved will be informed of the unauthorised disclosure of their personal data.</p>
<p>Requests for access</p>	<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 <p>What we are doing to comply with GDPR.</p>
<p>Review</p>	<p>This policy will be reviewed every year to ensure it remains up- to-date and is compliant with the law.</p>
<p>Declaration</p>	<p>I confirm I have read and understood St Michael’s Parent Teacher Association Data Protection Policy and will act in</p>

accordance to it.

I am connected with this organisation in my capacity as a
Member of the committee.

Print name:

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Signature:

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Date:

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