

Bruntsfield Parent Forum & Parent Council Data Protection & Privacy Policy November 2018 v4

Bruntsfield Parent Council needs to keep certain information on members of the Parent Forum, club tutors and other interested groups in order to keep them up-to-date with Parent Council meetings, events and activities.

Bruntsfield Parent Council 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.

Type of information held

Bruntsfield Parent Council handles the following personal information:

- Parent name(s), email address(es) and children names and classes.
- Children attending clubs including name, class, emergency contact details, medical needs including allergies and any additional support required.
- Those in receipt of reduced club fees.

Personal information is held in the Bruntsfield Clubs website which is hosted by Wild Apricot and is secure and meets GDPR requirements.

Club organisers and Office Bearers can access club attendees and parent records.

Club organisers can only access their own club information.

Office Bearers can access the full database.

Paper copies of club attendees are provided to the doorkeepers and club tutors and kept in secure facilities unless in use.

Individuals within the Parent Council who will handle personal information are: office bearers, doorkeepers and club tutors and organisers.

We also maintain a list of class representatives to cascade relevant information to. This list is compiled every year and consists only of a name and email address. This information is provided by the data owner. It is given voluntarily. Each year this data is wiped and a new list created. This list is owned by one Office Bearer and used twice monthly. It is held in a Google Drive document which is password controlled.

Individual classes may have informal contact or communication lists but these sit outside the boundary of the parent council.

Policy implementation

In order to meet our responsibilities Bruntsfield Parent Council will:

Our responsibility	What we will do
Ensure any personal data is collected in a fair and lawful way;	All data will be provided by on registration on clubs.bruntsfield.org . Registration is only available for parents or carers of children at Bruntsfield Primary School.
Explain why personal data is needed, how it will be used, and how long it will be kept;	Data is used to provide email updates on the events and clubs organised by Bruntsfield Parent Council as well as the agenda and minutes for the PC meetings and AGM. This privacy policy will be available at registration on clubs.bruntsfield.org and also on the website. Data will only be kept for one year after which if the individual does not reregister it will be purged.
Ensure that only the minimum amount of information needed is collected and used;	We only collect information to allow us to register children for clubs including emergency contact details.
Ensure the information is up-to-date and accurate;	Members of clubs.bruntsfield.org can update their contact details at any time and can unsubscribe from contact with every communication.
Make sure it is kept safely;	clubs.bruntsfield.org is hosted via WildApricot on Amazon Web Services, a secure platform with recognised certifications.
To hold personal data only as long as initially stated at the time of gathering consent.	Records will be deleted as requested and for those who do not reregister, their data will be purged.
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.	Members will be required to check their details and register in June of each year providing permission for their information to be held.
Ensure any disclosure of personal data is in line with our procedures;	No data will be disclosed without the permission of the owner except in exceptional and emergency circumstances relating to child safety.
Deal with any queries about handling personal information quickly.	Any queries about data handling should be directed to the Chair of the Parent Council.

Bruntsfield Parent Council will take steps to ensure that personal data is kept secure at all times. All paper copies will be kept in a locked cupboard when not being used for club purposes. Parent details will be held in the secure Wild Apricot System with access to it being limited to Office Bearers and Club organisers.

Any unauthorised disclosure of personal data to a third party by a volunteer/Parent Council member may result in their removal from their role. The individual involved will be informed of the unauthorised disclosure of their personal data.

Requests 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.

Review

This policy will be reviewed every 3 years to ensure it remains up- to-date and is compliant with the law.