**Data Protection Policy**

**Sample template for Parents’ Associations**

This is a sample Data Protection Policy which can be used by Parents’ Associations. To use this template, enter the name of your Parents’ Association wherever it says ‘Name of organisation’ e.g. The Parents’ Association of St. Joseph’s National School. You will need to edit all the other text that is in brackets also to meet the needs of your Parents’ Association.

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| **Aims of this Policy** | (Name of organisation) needs to keep certain information on (insert groups to be covered – Parents’ Association committee members, members of the Parent Association, helpers, volunteers) in order to keep them up-to-date with Parent Association events/issues.  (Name of organisation) 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** | (Name of organisation) handles the following personal information: (insert details of groups and type of information held e.g. Parents’ Association members, Parents, Event volunteers – Name, email address, telephone number.  Personal information is kept in the following format: (insert type of information e.g. paper files, on a database or spreadsheet)  Person/people within the Parents’ Association who will handle personal information is/are: (insert person who will be responsible for collecting, using and protecting this information e.g. Parents’ Association Secretary) |
| **Policy implementation** | In order to meet our responsibilities (insert name of organisation/names of specific individuals or roles) 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; * 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. |

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| **Security** | (Name of organisation) will take steps to ensure that personal data is kept secure at all times. The following measures will be taken: (insert a list of measures taken, which may include using lockable filing cabinets, password protection on computer files, encryption on laptops).  Any unauthorised disclosure of personal data to a third party by a Parents’ Association Committee member may result in (insert consequences, which may include termination of their access to personal data). 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 (insert number of years) to ensure it remains up- to-date and is compliant with the law. |
| **Declaration** | I confirm I have read and understood (insert name of organisation)’s Data Protection Policy and will act in accordance to it.  I am connected with this organisation in my capacity as a Member of the committee.  Print name: ………………………………………………………………  Signature: …………………………………………………………………  Date: ………………………………………………………………………… |

Adapted from a template by Connect (formerly Scottish Parent Teacher Council) with their agreement.