



Data Protection Policy

Aim of this Policy

The St. Comán's Wood Primary School Parents' Association need to keep certain information on Parents' Association committee members, members of the Parents' Association, helpers, teachers and volunteers, in order to keep them up to date with Parents' Association events/issues.

The St. Comán's Wood Primary School Parents' 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.

Type of Information Held

The St. Comán's Wood Primary School Parents' Association handles the following personal information: Name, Email Address, Phone Numbers.

Personal information is kept in the following format: On an encrypted phone.

Person/people within the Parents' Association who will handle personal information are: Parents' Association Secretaries (2).

Policy Implementation

In order to meet our responsibilities, St. Comán's Wood Primary School Parents' Association will:

1. Ensure any personal data is collected in a fair and lawful way;
2. Explain why personal data is needed at the start, how it will be used, and how long it will be kept;
3. Ensure that only the minimum amount of information needed is collected and used;
4. Ensure the information is up-to-date and accurate;
5. To hold personal data only as long as initially stated at the time of gathering consent;
6. Make sure it is kept safely;
7. 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.
8. Ensure any disclosure of personal data is in line with our procedures;
9. Deal with any queries about handling personal information quickly.

Security

The St. Comán's Wood Primary School Parents' Association will take steps to ensure that personal data is kept secure at all times. The following measures will be taken: The information will only be kept on an encrypted phone which will be accessed only by the 2 secretaries of the PA.

ST. COMÁN'S WOOD PRIMARY SCHOOL PARENTS' ASSOCIATION



PARENTS'
ASSOCIATION

Any unauthorised disclosure of personal data to a third party by a Parents' Association Committee member may result in the 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:

1. What information we hold and process on them.
2. How to gain access to this information.
3. How to keep it up-to-date.
4. What we are doing to comply with GDPR.

Review

This policy will be reviewed every 2 years to ensure it remains up- to-date and is compliant with the law.

Declaration

I confirm I have read and understood The Parents' Association of St. Comán's Wood Primary School'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: