

# Data Protection Policy

## Scoil Bhride Parents' Association

<p><b>Aims of this Policy</b></p>	<p>The Parents' Association of Scoil Bhride, Rathcormac needs to keep certain information on Parents' Association committee members, members of the Parent Association, helpers, volunteers in order to keep them up-to-date with Parent Association events/issues.</p> <p>The Parent's Association of Scoil Bhride, Rathcormac is committed to ensuring any personal data will be dealt with in line with General Data Protection Regulation (GDPR) 2018.</p> <p>The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements.</p>
<p><b>Type of information held</b></p>	<p>The Parents' Association of Scoil Bhride, Rathcormac handles the following personal information: Parents' Association members, Parents, Event volunteers – Name, email address, telephone number.</p> <p>Personal information is kept in the following format: e.g. paper files, spreadsheet, email contacts.</p> <p>Person/people within the Parents' Association who will handle personal information is/are: Niamh Kavanagh, Parents' Association Chairperson and Evelyn Smyth, Parents' Association Secretary.</p>
<p><b>Policy implementation</b></p>	<p>In order to meet our responsibilities, Niamh Kavanagh and Evelyn Smyth will:</p> <ul style="list-style-type: none"> <li>▪ Ensure any personal data is collected in a fair and lawful way;</li> <li>▪ Explain why personal data is needed at the start, how it will be used, and how long it will be kept;</li> <li>▪ Ensure that only the minimum amount of information needed is collected and used;</li> <li>▪ Ensure the information is up-to-date and accurate;</li> <li>▪ To hold personal data only as long as initially stated at the time of gathering consent;</li> <li>▪ Make sure it is kept safely;</li> <li>▪ 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.</li> <li>▪ Ensure any disclosure of personal data is in line with our procedures;</li> <li>▪ Deal with any queries about handling personal information quickly.</li> </ul>

<p><b>Security</b></p>	<p>The Scoil Bhride Parents' Association will take steps to ensure that personal data is kept secure at all times. The following measures will be taken: password protection on laptop.</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 individual involved will be informed of the unauthorised disclosure of their personal data.</p>
<p><b>Requests for access</b></p>	<p>Anyone whose personal information we handle has the right to know:</p> <ul style="list-style-type: none"> <li>▪ What information we hold and process on them</li> <li>▪ How to gain access to this information</li> <li>▪ How to keep it up-to-date</li> <li>▪ What we are doing to comply with GDPR.</li> </ul>
<p><b>Review</b></p>	<p>This policy will be reviewed every 1 year to ensure it remains up- to-date and is compliant with the law.</p>
<p><b>Declaration</b></p>	<p>I confirm I have read and understood Parents' Association's Data Protection Policy and will act in accordance to it.</p> <p>I am connected with this organisation in my capacity as a Member of the committee.</p> <p>Print name: .....</p> <p>Signature: .....</p> <p>Date: .....</p>