**King’s Park Secondary School Parent Partnership**

**Data Protection Policy**

**AIMS**

* **King’s Park Secondary School Parent Partnership** needs to keep information on volunteers, members of the Parent Forum and key stakeholders to keep them up to date with **KPSSPP** matters
* **KPSSPP** 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

**KPSSPP** handles the following personal information:

* Event registration of individuals, email addresses for the newsletter and **KPSSPP** members’ contact information
* Personal information is kept in the following forms: Mail Chimp, Eventbrite & Google Drive/Forms.
* Members within the **KPSSPP** who will handle personal information are: Chairperson, office bearers and those required to collect information to carry out the responsibilities of **KPSSPP** with the authorisation of **KPSSPP** Chairperson.

**Policy implementation**

To meet our responsibilities **KPSSPP** and its members 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 for 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
* Hold personal data for 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
* Once the data has served its initial purpose but requires to be stored it will be sent to **KPSSPP** Chairperson to be stored on the Google Drive or another secure database. The members will then delete their copies safely and securely.

**Security**

* **KPSSPP** will take steps to ensure that personal data is always kept secure.
* The following measures will be taken:
	+ All personal data will be stored in a secure database, either in **KPSSPP** Google Drive, Mail Chimp or Eventbrite which are all password protected with only **KPSSPP** office bearers having access to the passwords
	+ Any unauthorised disclosure of personal data to a third party by a **KPSSPP** member may result in termination of their membership and potential legal consequences. The individual(s) 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 two years to ensure it remains up-to-date and is compliant with the law.

**Declaration**

I confirm I have read and understood **KPSSPP’**s Data Protection Policy and will act in accordance with it.

List of members who have read and understood the above and who have confirmed by email:

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| **King’s Park Secondary School Parent Partnership** Member name | Date of confirmation | Agreement to data policy |
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