**St Fillan’s Primary & Nursery School**

**Parent Council**

**Data Protection Policy**

1. **Aims of this policy**

St Fillan’s Primary & Nursery School Parent Council (PC) needs to keep some personal information on our members, volunteers, members of the Parent Forum, helpers, friends and committee members in order to keep up to date with PC matters.

We are committed to ensuring that any personal data will be held and dealt with in line with the General Data Protection Regulations (GDPR) 2018.

The aim of this policy is to ensure that everyone handling personal details is fully aware of the requirements.

1. **Type of information held**

St Fillan’s Parent Council may handle the following personal information; Names, addresses and email addresses. This information will be held in electronic format and may be accessible to the whole Parent Council.

We may also temporarily keep data about volunteers who are required to undertake a Disclosure Scotland Check. This information will only be available to the appointed office bearers and will be disposed of as soon as it is no longer needed.

1. **Policy Implementation**

In order to meet our responsibilities with respect to GDPR St Fillan’s Primary & Nursery Parent Council 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
* 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

1. **Security**

St Fillan’s Primary & Nursery Parent Council will take steps to ensure that personal data is kept secure at all times. The following measures will be taken;

* If email is used for sharing information, ensure all members know how to use BCC to avoid accidentally sharing email addresses
* Password protection on computer files
* Access to personal data shall be limited to those persons who need it
* When personal data is deleted it shall be done safely and in a way that is not recoverable
* Ensure that data is used only for the purpose of the parent council

Any unauthorised disclosure of personal data to a third party by a volunteer or Parent Council member must be brought to the attention of the chairperson of the Parent Council. Who will deal with the matter confidentially, impartially and in accordance with section 15 of the Scottish Schools (Parental Involvement) Act 2006, and could result in their removal from the Parent Council.

1. **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.

1. **Review**

This policy shall be reviewed every two years, or in the event of a change to the regulations, to ensure it remains up to date and compliant with GDPR.

Last updated – August 2025

*This Policy has been developed with grateful thanks to Connect Scotland (SC09168)*

*And should be read in conjunction with their guidance notes which can be found at*

[*https://connect.scot/resources/simple-guide-data-protection*](https://connect.scot/resources/simple-guide-data-protection)