



## St Adrian's School Parent Teacher Association

# General Data Protection Regulation (GDPR) Policy

<p>Aims of this Policy</p>	<p>St Adrian's School PTA needs to keep certain information on PTA members (all parents / carers of children at St Adrian's School) to keep them up to date with PTA matters.</p> <p>St Adrian's School PTA is committed to ensuring any personal data will be dealt with in line with the 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>Type of information held</p>	<p>St Adrian's School PTA handles the following PTA Member personal information: Parent / carer name, email address and phone number. Child name, year group and any allergies or medical conditions we need to know about.</p> <p>Personal information may currently be kept in the following forms (dependant on your class rep): Password protected spreadsheet. Phone number on WhatsApp or similar previously agreed social media.</p> <p>People within the PTA who may handle personal information: Class Reps PTA Main Committee</p>
<p>Policy Implementation</p>	<p>In order to meet our legal responsibilities St Adrian's School PTA Committee will make our best efforts to ensure:</p> <ul style="list-style-type: none"><li>• That any personal data is collected in a 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>• That only the minimum amount of information needed is collected and used;</li><li>• 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 data is kept securely;</li><li>• Update the information we hold annually, asking parents / carers to confirm the details are correct and to give permission for us to hold the information for another year.</li><li>• Deal with any queries about handling personal information quickly.</li></ul>



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Security	<p>St Adrian's PTA will take steps to ensure that personal data is kept secure at all times. The following measures will be taken:</p> <ul style="list-style-type: none"><li>• All data held by class reps in computer file format will be password protected;</li><li>• Files held on Google Docs by the main committee will be restricted access only;</li><li>• Any unauthorised disclosure of personal data to a third party by a PTA committee member / ordinary member (parent/carer) is a very serious matter. As a registered charity we are obliged to report any data breaches to the ICO (Information Commissioner's Office). We will also inform the head teacher. The individual(s) involved will be informed of the unauthorised disclosure of their personal data.</li></ul>
Requests for access	<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><li>• Should individuals wish to know any of the information above they should contact Jen Smith &amp; Caroline Pickering DPO &amp; PTA Joint Chairs - <a href="mailto:stadrians.herts.pta@gmail.com">stadrians.herts.pta@gmail.com</a>.</li></ul>
Review	<p>This policy will be reviewed every two years to ensure it remains up to date and is compliant with the law.</p>