

Data Protection Policy

The Parents' Association of Scoil Lorcáin

<p>Aims of this Policy</p>	<p>The Parents' Association of Scoil Lorcáin needs to keep certain information on Parents' Association committee members, members of the Parent Association, helpers and volunteers in order to keep them up-to-date with Parent Association events/issues.</p> <p>The Parents' Association of Scoil Lorcáin 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>Type of information held</p>	<p>The Parents' Association of Scoil Lorcáin handles the following personal information: names, email and telephone numbers of committee members, members of the Parents' Association and event helpers/volunteers.</p> <p>Personal information is kept in the following format: paper and electronic files.</p> <p>People within the Parents' Association who will handle personal information are: committee members</p>
<p>Policy Implementation</p>	<p>In order to meet our responsibilities, the Parents' Committee will:</p> <ul style="list-style-type: none"> ● 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; ● To hold personal data only as long as initially stated at the time of gathering consent; ● Make sure it is kept safely; ● Offer parents a chance to have their personal details withdrawn from our files ● Ensure any disclosure of personal data is in line with our procedures; ● Deal with any queries about handling personal information quickly.

<p>Security</p>	<p>The Parents' Committee will take steps to ensure that personal data is kept secure at all times.</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>Requests for Access</p>	<p>Anyone whose personal information we handle has the right to know:</p> <ul style="list-style-type: none"> ● 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.
<p>Review</p>	<p>This policy will be reviewed every 3 years to ensure it remains up- to-date and is compliant with the law.</p>
<p>Declaration</p>	<p>I confirm I have read and understood the Parents' Association of Scoil Lorcáin'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>