

Friends of Alva Academy

Alva Academy, Academy Avenue, Alva, FK12 5FE

Data Protection Policy

HEADING	EXPLANATION
Aims of this Policy	<p>Friends of Alva Academy needs to keep certain information on volunteers, members of the Parent Forum, helpers, friends, committee members) in order to keep them up-to-date with Parent Council matters.</p> <p>Friends of Alva Academy 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>
Type of information held	<p>Friends of Alva Academy handles the following personal information: Volunteer information including name, address, date of birth</p> <p>Personal information is kept in the following forms: paper files, electronic files including emails</p> <p>People within the Parent Council/PTA who will handle personal information are:– Office bearers, Secretary, group/activity leads, employed staff</p>
Policy implementation	<p>In order to meet our responsibilities Friends of Alva Academy 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• 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

Security	<p>Friends of Alva Academy will take steps to ensure that personal data is kept secure at all times. The following measures will be taken: using lockable cupboards, password protection on computer files.</p> <p>Any unauthorised disclosure of personal data to a third party by a volunteer/Parent Council member/member of staff may result in that individual no longer being able to volunteer, work or be a member of Friends of Alva Academy. The individual involved will be informed of the unauthorised disclosure of their personal data.</p>
Requests for access	<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.
Review	<p>This policy will be reviewed every annually as part of the AGM process to ensure it remains up-to-date and is compliant with the law.</p>

Updated June 2019

This form is based on a template from Connect, Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh, EH3 6BB Tel: 0131 474 6199 Email info@connect.scot