

# **Stromness Academy Parent Council**

## **Data Protection Policy**

**February 2023**

### **Purposes**

Stromness Academy Parent Council (SAPC) needs to keep phone numbers and email addresses of council members and fundraising volunteers in order to communicate about meetings and events as needed.

SAPC is committed to ensuring any personal data is dealt with in line with the General Data Protection Policy (GDPR) 2018.

### **Information Held**

Phone numbers and email addresses are kept as two paper lists in a folder which stays in a closed cupboard unless brought in person to meetings by the Secretary. One list is for Committee members, the other is for additional fundraising volunteers.

Adding your name to the list will be taken as permission for us to hold it for one year.

There is also an email circulation list which will be held in two password protected places: on a computer belonging to the Secretary and in the Stromness Academy Office where it can be accessed by Admin staff and Senior Leadership Team.

### **Security and Access**

These details are available to the Office Bearers and to the Fundraising Committee.

SAPC will collect all data lawfully and accurately, explaining how it will be used.

SAPC will only use the data for the purposes stated above and will not disclose it in any other context. In the event of a breach of personal data the individual(s) concerned will be informed immediately.

Anyone whose details are held has the right to ask to see those details and enquire how they are used and protected.

### **Renewal**

Lists will be updated every year, permission will either be renewed or names removed.

