

## APPENDIX 4A - PRIVACY NOTICE, MEMBERSHIP AND PRIVACY POLICY TEMPLATE

### PRIVACY NOTICE - Schedule of Processing AND Personal Data

1. The Parent Council shall inform DGC if they are processing any other personal data
2. Any other personal data being processed shall be incorporated into this Schedule.

#### Description Details

Subject matter of the processing:

- Dumfries and Galloway Council is required by law to promote the establishment of, and provide support for the operation, of Parent Council. In general, this will entail the creation of a Parent Council for each school.

Duration of the processing:

- Each Parent Council will run on a year-to-year basis, from one Annual General Meeting to the next. They may continue for as long as the relevant school continues to be in existence.

Nature and purposes of the processing:

[Please be as specific as possible, but make sure that you cover all intended purposes.]

- Each Parent Council shall collect and store details of the name, address, email address and contact telephone number of Parent Council Members. The purpose is statutory obligation under: The Scottish Schools (Parental Involvement) Act 2006

Type of Personal Data Details of Parent Council Members:

- Names
- Addresses
- Email address
- Telephone number
- Categories of Data
- Subject
- Parent Council Members
- Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data

[Describe how long the data will be retained for, how it will be returned or destroyed]

At each AGM the information shall be updated. New member details will be added and retiring member information shall be destroyed or deleted within 14 days.

- Name: Address: Telephone Number: Email:

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- Role on PC
- Parent / Office Bearer
- Co-opted Members

We the undersigned, as members of ..... Parent Council, hereby agree to adhere to the foregoing Scheme for PC in Dumfries and Galloway.

Date: .....

Full name of Parent Council Role: .....

Signature: .....

## APPENDIX 4B - DATA PROTECTION POLICY TEMPLATE

This example of a Data Protection Policy template is used with permission from [Connect](#) (formerly Scottish Parent Teacher Council). It can be tailored to meet the individual needs of Parent Councils.

### .....X.....**Parent Council Data Protection Policy**

#### **1. Aims of this policy**

.....X.....Parent Council 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 Parent Council 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.

#### **2. Type of information held**

.....X.....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.

#### **3. Policy Implementation**

In order to meet our responsibilities with respect to GDPR .....X.....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.

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- Ensure any disclosure of personal data is in line with our procedures.
- Deal with any queries about handling personal information quickly.

#### 4. Security

.....X.....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 the BCC function 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. The Chair 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.

#### 5. Requests for Access

Anyone whose personal information is handled by .....X.....Parent Council, has the right to know:

- what information .....X.....Parent Council holds and processes on them
- how to gain access to this information
- how to keep it up-to-date
- what .....X.....Parent Council are doing to comply with GDPR

#### 6. Review

This policy shall be reviewed every two years, or earlier in the event of a change to the Regulations, to ensure it remains up-to-date and compliant with the General Data Protection Regulations (GDPR) 2018.