

# Aberdeen Parent Councils Forum Data Protection Policy

## Policy Statement

The Aberdeen Parent Councils Forum (APCF) understands the importance of protecting personal information and is committed to complying with the General Data Protection Regulation (GDPR) 2018.

The GDPR sets out the rules for how organisations must process personal data and gives individuals the right to find out what personal data is held about them by organisations and to request to see, correct or erase personal data held.

The APCF needs to collect and process personal data about the members of the APCF in order to carry out its business effectively.

## Personal Information Held

Personal information is defined as data which relates to a living individual who can be identified from that data, or other information held. The APCF holds the name and email address for each APCF Committee Member along with written consent from them to hold this information.

Emails from 3<sup>rd</sup> parties such as PC members using their own personal email addresses will be stored until such time as their query is dealt with to their satisfaction or the information they have provided has been used for the purpose for which it was gathered.

Personal information is kept in electronic form within the APCF email account. The APCF Chairperson and one other member of the APCF Leadership Team will be responsible for handling this personal information.

## Data Protection Principles

The GDPR outlines the principles which underpin the handling of personal data. To ensure compliance with the Regulation, the APCF 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 gaining their 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

The APCF will ensure that the personal data it holds is kept secure at all times. It will be held in a password protected email account which will only be accessible to the two members of the APCF Leadership Team responsible for handling personal information.

Any unauthorised disclosure of personal data will be investigated and appropriate actions taken. The individual involved will be informed of the unauthorised disclosure of their personal data.

## Request for Access

Anyone whose personal information we handle has the right to know:

- 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.

Where an individual wishes to find out what information we hold and process on them, they should make a System Access Request (SAR), by emailing [apcf@aberdeen.npfs.org.uk](mailto:apcf@aberdeen.npfs.org.uk). The same applies if they wish to receive a copy of the information we hold. All SAR requests will be dealt with as soon as possible and no later than 1 month after receipt of the request as per the GDPR.

## Updating Personal Information

Should an individual's personal details change, they are encouraged to request that the information held on them is updated. This can be done by emailing the APCF at: [apcf@aberdeen.npfs.org.uk](mailto:apcf@aberdeen.npfs.org.uk).

## Withdrawing Consent to Hold Personal Information

Individuals have the right to request that their personal information is deleted from the APCF email account at any time. This can be done by emailing the APCF at: [apcf@aberdeen.npfs.org.uk](mailto:apcf@aberdeen.npfs.org.uk).

## Review

This policy will be reviewed every year to ensure it remains up-to-date and is compliant with the law.