

Gillotts Parents Association: Data Protection Statement

The Gillotts Parents Association is open to all parents and guardians of children attending Gillotts School. The school shares information about the Parents Association and its activities when students join the school, on its website and via the SchoolComms system about specific events.

Our rules state that the purpose of the Gillotts Parents Association is to 'advance the education and well-being of the pupils at the school by providing and assisting in the provision of facilities for education at the school, not normally provided by the Education Authority.'

This involves developing 'relationships between parents, staff and others associated with the school and engaging in activities which support the school and advance the education and wellbeing of the pupils attending it' ie holding social and fundraising events

In order to carry out our stated purpose

1. We need to be able to tell parents/guardians about social events they may wish to attend
2. We need to be able to tell parents/guardians about fundraising events they may wish to support
3. We need to be able to ask parents/guardians if they are able to support our activities by volunteering or donating goods to support events

How we communicate with parents/guardians

1. We post information about our activities on the Schools website and on Facebook
2. If requested by parents/guardians, we add their contact details to a mailing list to keep them up-to-date with events, PA meetings, school events we are supporting and to ask for volunteers/support with fundraising/events. How we treat this personal information is outlined below.
3. The school shares information on specific events with specific parents/guardians via the SchoolComms system

How we communicate with others

1. We contact local companies and organisations from time-to-time to ask for support with events or fundraising eg. to ask for a raffle prize. We hold contact information about these companies if they are happy to support us.
2. We contact local companies and organisations about services they provide that relate to our activities eg. to hire a bouncy castle. We will hold contact information about these companies
3. We contact organisations who provide grants or funding or services that relate to our stated purpose eg. charities. We will hold contact information about these companies
4. We contact the local press to raise awareness about our activities and hold the contact details of people in these organisations

How we treat the personal information of parents/guardians

1. We only hold the contact details of those parents/guardians who have asked us to do so
2. We only hold contact details of parents/guardians in order to contact them about our activities
3. We will only contact parents/guardians about our activities - to inform or to ask for support
4. We will remove their contact details at any time at their request
5. We will remove their contact details when their children are no longer students at Gillotts school
6. The information is kept securely, with password protection
7. The information can only be accessed by those who need access to it and for the reasons outlined in point 3
8. We won't share contact details without having your consent to do so

How we treat the contact information of other organisations

1. We will only hold information that we need to carry out our stated purposes
2. We will regularly review the information we hold
3. We regularly check that the information is accurate and up-to-date
4. The information will be kept securely, with password protection
5. We will remove any information we no longer need or at the request of the organisation

Data Protection - Good Practice Guidelines

DO	DON'T
Our Chairperson is responsible for data protection	We don't add your details to our contact list without checking with you
We can identify and justify who can access the data we hold. Only people who need access can have access to the data	We don't make multiple copies of your information
We will destroy any information we don't need anymore	We won't share your details with anyone else without your consent
We plan times to review the information we hold	We don't allow committee members access to your personal information without good reason
We limit data we hold to that which we actively need to carry out our role as Gillotts Parents Association	We won't contact you unless we have a legitimate reason to do so.
We have a plan to make sure our data is accurate and up to date	We won't show your email address in mailouts
We share our policy statement about the data we hold	
We hold all our data securely - with password protection	
We will remove your personal data from our databases at any time.	