

St. Columba's National School

Iona Road, Glasnevin, Dublin 9

Parents Association Personal Data Consent Form

ionaparents@gmail.com

Dear Parents,

As a Parents' Association Committee we need to be able to contact parents about events, meetings etc.

However, as of the 25th of May 2018, a new EU regulation called General Data Protection Regulation (GDPR) which replaces existing data protection legislation, means we must make sure that we have your permission to collect and use your personal data. Personal data is any information that identifies you, including your Name; Address; Telephone; Email address etc.

We will only keep your details on file until such time as you request to be removed and you can ask us to remove your details at any time by emailing ionaparents@gmail.com

To make sure our Parents' Association Committee complies with GDPR we have a number of questions we need to ask you.

Do you consent to allow the Parents' Association Committee to keep your contact details on file?

Yes No

Do you consent to allow the Parents' Association Committee to contact you by:

Phone? Yes No

If yes please enter your telephone number

.....

Email? Yes No

If yes please enter your email address

.....

Do you consent to allow the Parents' Association Committee to contact you for the following reasons? (please ✓ tick all options you agree to)

To let you know about PA meetings

To let you know about PA activites

To look for volunteers for PA activites

Please enter your name:

.....

Please enter the date you complete this consent form:

.....

Please return this form the Parents' Association secretary, who will process and file securely.

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Parents Association Data Protection Policy

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Aims of this Policy	<p>The Parents' Association of St. Columba's National School needs to keep certain information on Parents' Association committee members, members of the Parent Association, helpers and volunteers in order to keep them up-to-date with Parent Association events/issues.</p> <p>The Parents' Association of St. Columba's National School is committed to ensuring any personal data will be dealt with in line with General Data Protection Regulation (GDPR) 2018. 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>The Parents' Association of St. Columba's National School handles the following personal information:</p> <ul style="list-style-type: none"> • Name • Email address • Telephone number <p>Personal information is kept in the following format:</p> <ul style="list-style-type: none"> • Spreadsheet • Gmail Contacts • Whatsapp Group <p>Person/people within the Parents' Association who will handle personal information is/are:</p> <ul style="list-style-type: none"> • Parents' Association Chairperson • Parents' Association Secretary • Parents' Association Vice Secretary
Policy implementation	<p>In order to meet our responsibilities The Parents' Association of St. Columba's National School 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; • To 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.

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Security	<p>The Parents' Association of St. Columba's National School will take steps to ensure that personal data is kept secure at all times. The following measures will be taken:</p> <ul style="list-style-type: none"> • Password Protection on Spreadsheet • Password Protection on email account <p>Any unauthorised disclosure of personal data to a third party by a Parents' Association Committee member may result in termination of their access to personal data. 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 3 years to ensure it remains up- to-date and is compliant with the law.</p>
Declaration	<p>I confirm I have read and understood The Parents' Association of St. Columba's National School's Data Protection Policy and will act in accordance to it.</p> <p>I am connected with this organisation in my capacity as a Member of the committee.</p> <p>Print name:</p> <p>Signature:</p> <p>Date:</p>