

St Laurence School Association

Date Protection procedures

We have adopted the Data Protection policy, these are procedures to say what we will do on a day to day basis.

Collecting data : this is likely to be done once a year, by asking newcomer parents to register their contact details with the SLSA. A contact form is usually distributed at induction events and collected by the school or SLSA officers. Any new parents joining the school during the year may also be given a contact form by the school for completion

Recording data : the hard copies of these forms are retained. The data might be processed in a database / spreadsheet. The paper recorded are kept securely by an Officer of the SLSA and processed by that person or another. The records to be stored on one device

Using data : contact data is likely to be used to inform interested parents of opportunities to join with the social and fundraising activities of the SLSA only. As a result of indicating specific interests in activities, parents details will be shared with the co-ordinator of that activity and used to contact those parents for that activity. No further use is authorised

Keeping data : the database is likely to be retained for up to 7 years or longer, as a parent might be in contact with the school for an extended period of their childrens' education. Given that there are likely to be changes in the Officers of the SLSA in that time, the handover of contact details should be guided by the SLSA data protection policy and these procedures.

Correcting / amending data : the responsibility to ensure that the records are up to date and accurate is held by the Data Controller, usually the Chair of the SLSA but this task may be delegated to an Officer of the SLSA. If records need to be deleted or amended, this should be done as soon as is reasonably possible.

Online data : when people access and link to the SLSA Facebook page, they are deemed to have agreed to share their contact details for the purpose of receiving communications from the 'Association.

Review of procedures : this document should be reviewed at the same time as the Data Protection Policy, annually at the AGM.

Robert Beesley
Chair, SLSA
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