

# CHEW VALLEY SCHOOL SOCIETY

# Data Protection Policy

HEADING	EXPLANATION
<b>Aims of this Policy</b>	<p>Chew Valley School Society (CVSS) needs to keep certain information on donors and members of the CVSS in order to keep them up-to-date with School Society matters.</p> <p>CVSS is committed to ensuring any personal data will be dealt with in line with the General Data Protection Regulation (GDPR) 2018.</p> <p>The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements.</p>
<b>Type of information held</b>	<p>CVSS handles the following personal information: name, address, email &amp; telephone no's</p> <p>Personal information is kept in the following forms: paper and electronic files</p> <p>People within CVSS who will handle personal information are: members of the committee</p>
<b>Policy implementation</b>	<p>In order to meet our responsibilities CVSS will:</p> <ul style="list-style-type: none"> <li>• Ensure any personal data is collected in a fair and lawful way;</li> <li>• Explain why personal data is needed, how it will be used, and how long it will be kept;</li> <li>• Ensure that only the minimum amount of information needed is collected and used;</li> <li>• Ensure the information is up-to-date and accurate;</li> <li>• To hold personal data only as long as initially stated at the time of gathering consent;</li> <li>• Make sure it is kept safely;</li> <li>• 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.</li> <li>• Ensure any disclosure of personal data is in line with our procedures;</li> <li>• Deal with any queries about handling personal information quickly.</li> </ul>
<b>Security</b>	<p>CVSS will take steps to ensure that personal data is kept secure at all times. The following measures will be taken: paper files will be stored in a locked area, electronic files will be password protected</p> <p>Any unauthorised disclosure of personal data to a third party by a member may result in their removal from the CVSS. The individual involved will be informed of the unauthorised disclosure of their personal data.</p>
<b>Requests for access</b>	<p>Anyone whose personal information we handle has the right to know:</p> <ul style="list-style-type: none"> <li>• What information we hold and process on them</li> <li>• How to gain access to this information</li> <li>• How to keep it up-to-date</li> <li>• What we are doing to comply with GDPR.</li> </ul>
<b>Review</b>	<p>This policy will be reviewed every 3 years to ensure it remains up-to-date and is compliant with the law.</p>
<b>Declaration</b>	<p>I confirm I have read and understood CVSS's Data Protection Policy and will act in accordance with it. I am connected with this organisation in my capacity as a Member</p> <p>Signature: .....</p> <p>Print Name: .....</p> <p>Date: .....</p>