

# Waltham Forest Parent Forum



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## Data Protection Policy

**Agreed by SG Feb 2018  
Next review Feb 2020**

### Policy Statement

Waltham Forest Parent Forum (WFPF) recognises that there is a general expectation from its members and other stakeholders that any personal information the organisation holds about them will be stored and handled to the highest standards of confidentiality and integrity. The organisation actively promotes awareness of and compliance with the General Data Protection Regulations (2016) as a code of practice for good information management and handling. The requirements of the GDPR are set out below for the guidance of members. WFPF will fully comply with the principles of the General Data Protection Regulation (GDPR)

GDPR legislation lays out six principles for processing of personal data. These are:

#### *1. Lawfulness, fairness and transparency*

*This covers the primary areas of concern that data should be gathered and used in a way that is legal, fair and understandable. The public have the right to know what is being gathered and have this corrected or removed.*

#### *2. Purpose limitation*

*Organisations should only use data for a legitimate purpose specified at the time of collection. This data should not be shared with third parties without permission*

#### *3. Data minimisation*

*The data collected by organisations should be limited only to what is required for the purpose stated. Organisations should not collect data en masse without purpose.*

#### *4. Accuracy*

*The personal data you hold should be accurate, kept up to date, and, if it is no longer accurate, should be rectified or erased.*

#### *5. Storage limitation*

*Personal data should only be stored for as long as is necessary. Data can be archived securely and used for research purposes in the future. Where possible, the personally identifiable information should be removed to leave anonymous data.*

*6. Integrity and confidentiality Personal data should be held in a safe and secure way that takes reasonable steps to ensure the security of this information and avoid accidental loss, misuse or destruction.*

## **Security**

WFPF recognises that the above principles relate to both paper and electronic systems of record keeping

All information is held in a secure manner. All laptops are password secure and we use secure sites to hold the information.

The membership database may not be emailed under any circumstances.

Electronic membership forms completed via the website are sent to the forum email securely and are then transferred to a secure Salesforce site by the Data Controller. (DC)

Paper membership forms are transferred to the Salesforce database by the DC. The front page containing consent will be scanned and held on the forum laptop

For emailing purposes all names and email addresses are held and sent through Mailchimp.

Both sites follow GDPR guidelines.

Information held on forum phones will be password protected.

## **Consent**

Under GDPR, consent from individuals must be affirmative, freely given, specific, informed and unambiguous. This means that they must actively give consent for their data to be processed. Silence, inaction and pre-ticked boxes are not valid as consent. During an investigation by the ICO, we may be asked to show how and when consent was granted, so it is vital that we record this and can provide evidence.

## **Privacy Statement**

At the point of gathering personal data or at our first contact with you, we are required to provide the following information. All new members will be sent the Data Protection policy when they join the forum via email or by post.

### **Data Controller\***

WFPF Parent Participation Director(s)

### **Purpose of Collection**

WFPF holds the following information for parent carer members:

Name, address, phone number(s), email, child's name (not compulsory), date of birth of child and nature of their SEND

Information is held by WFPF so that we can send emails on a regular basis about work we are completing or for sending information about local or national consultations. Occasionally we will contact by phone or by post if parent/carers do not have an email address or if we wish to send some promotional materials.

Our database requires the child's date of birth for us to log their details. We hold the name only if given by the parent; it is not compulsory.

We hold the nature of their child's need for the following reasons:

- To direct emails according to need
- To satisfy monitoring for our Department of Education grant which asks for the need which is most prevalent amongst our database

WFPF holds the following information for professional members:

name, address, phone number(s), email, occupation and nature of interest in the forum

Information is held by WFPF to send emails on a regular basis about work we are completing or for sending information about local or national consultations. We classify professionals according to their area of expertise.

The information we keep will be accurate and kept up to date. If it is no longer accurate, it will be rectified or erased.

### **Third Party Transfers**

This information we hold will not be disclosed to any other party, unless with the permission of the person it relates to. If any member asks us to help resolve an issue, we will always ask for express permission to share theirs or their child's information if needed.

### **Dealing with Requests from within WFPF**

The organisation may 'use' (as opposed to 'share') information internally provided it is for legitimate purposes in pursuance of the organisation's normal business. In addition, where information is sought by one representative from another, this should be restricted to the specific details required and general access to computer systems or paper records should not be given.

### **Storage Limitation**

We will hold information until members unsubscribe from the forum (all emails sent give members the option to unsubscribe at any time) or until WFPF complete a data check. This will take place every 5 years. The next data check will take place in 2023

### **Profiling\***

WFPF will not use the information we hold for profiling purposes

### **The Rights of the Individual**

#### **Right of Access**

Individuals can request access to a copy of their data in electronic form and details of how it is processed. We will do this free of charge within one month

#### **Right to Rectification**

Individuals are entitled to have their data corrected if it is inaccurate or incomplete. We will do this within one month



### **Right to Erasure**

Also known as ‘the right to be forgotten’, this permits individuals to request the deletion of their data. We will do this within one month. All members can unsubscribe at any time and their details will be removed from the database immediately.

### **Right to strict Processing**

Individuals can request a halt on processing if they object to accuracy or purpose. This will be immediate, but we can still hold the data until resolved

### **Right to data Portability**

Individuals can request their data in a suitable digital format, sent either directly to them or to a third party. We will do this within one month

### **Right to Object**

Individuals can, in certain cases, object to the processing of their data, e.g. in direct marketing

### **Definitions**

Data Controller – This is the person within an organisation that decides what data is collected, used for and who it is shared with.

Profiling- This is something that is often done by larger organisations and involves automatic processing of personal information (often in large batches) to evaluate aspects of the individuals’ behaviour and make decisions or take actions

