



Heart of Yew C.I.C. GDPR Policy

Effective Date: 20/12/2024

1. Introduction

Heart of Yew C.I.C. is committed to protecting the privacy and security of personal data. This policy outlines how we collect, use, and protect personal information in compliance with the UK General Data Protection Regulation (GDPR).

2. Purpose of this Policy

This policy ensures that Heart of Yew C.I.C.:

- Complies with the GDPR and relevant data protection laws.
- Protects the rights of staff, volunteers, clients, and other stakeholders.
- Is transparent in how it collects, stores, and processes personal data.
- Reduces the risk of data breaches and unauthorized access.

3. Data We Collect

We may collect and process the following personal data:

- **Personal identification information:** Full name, date of birth, address, phone number, and email.
- **Demographic information:** Age, gender, and preferences related to our services.
- **Health information:** Relevant to participation in specific activities (with explicit consent).
- **Financial information:** Bank details for payment purposes, where applicable.
- **Photographs and media:** Images or videos from workshops or events (with consent).

4. How We Collect Data

We collect personal data through the following means:

- Directly from individuals via forms (online or offline), registration for events, workshops, and community activities.
- Through our website (e.g., contact forms or newsletter sign-ups).
- From social media interactions and direct communication (email, phone, in-person).

5. How We Use Personal Data

We use personal data for the following purposes:

- To manage event and workshop registrations.
- To provide information about services, activities, and events.
- To process payments and donations.
- To communicate with clients, volunteers, and community members.
- For internal record-keeping and reporting.
- To ensure health and safety during activities (e.g., dietary or accessibility needs).
- To comply with legal obligations.

6. Legal Basis for Processing

Heart of Yew C.I.C. processes personal data on the following legal bases:

- **Consent:** Where individuals have given explicit consent for data processing (e.g., to receive marketing communications).
- **Contractual necessity:** Where data processing is necessary to fulfil a contract (e.g., event participation).
- **Legal obligation:** Where processing is required to comply with legal or regulatory obligations.
- **Legitimate interest:** For purposes related to the effective functioning of Heart of Yew C.I.C. (e.g., improving services).

7. Data Sharing

We will not share personal data with third parties without the explicit consent of individuals, except in the following circumstances:

- With service providers who support our operations (e.g., IT, accounting services).
- When required by law or for compliance with legal proceedings.
- In the case of safeguarding issues or emergencies.

8. Data Retention

We retain personal data only for as long as necessary to fulfil the purposes outlined in this policy. After this period, personal data will be securely deleted or anonymised. For example:

- **Financial records:** Retained for 7 years in compliance with legal requirements.
- **Health information:** Deleted after the event or activity concludes unless longer retention is legally required.

9. Data Security

We are committed to ensuring that personal data is secure. We have implemented appropriate technical and organizational measures, including:

- Secure digital storage and encryption.
- Restricted access to personal data to authorized personnel only.
- Regular reviews of data security practices.
- Paper records stored in secure locations.

10. Individual Rights

Under GDPR, individuals have the following rights concerning their personal data:

- **Right to access:** Individuals can request a copy of the personal data we hold about them.
- **Right to rectification:** Individuals can request corrections to inaccurate or incomplete data.
- **Right to erasure:** Individuals can request deletion of their personal data in certain circumstances.
- **Right to restrict processing:** Individuals can request that we limit the processing of their personal data.
- **Right to object:** Individuals can object to the processing of their personal data for certain purposes (e.g., marketing).
- **Right to data portability:** Individuals can request that their personal data be transferred to another organization.

11. Consent

Where we rely on consent to process personal data, individuals can withdraw their consent at any time. To withdraw consent or exercise any of the rights listed above, please contact us at [Contact Email/Phone].

12. Data Breach Procedures

In the event of a data breach, we will follow our data breach response plan, which includes:

- Immediate containment and recovery actions.
- Assessing the risk to individuals.
- Notification of the Information Commissioner's Office (ICO) and affected individuals where required by law.

13. Changes to this Policy

We may update this policy from time to time to reflect changes in our practices or legal obligations. The most current version of the policy will always be available on our website.

14. Contact Information

If you have any questions or concerns regarding this policy or how we handle your personal data, please contact us at:

Heart of Yew C.I.C.

Email: heartofyew@gmail.com

Address: 99, Westfield Road, LE3 6HW

This GDPR policy ensures that Heart of Yew C.I.C. complies with data protection laws and protects the personal data of individuals who engage with our services.