Policy – Data Protection Policy			
Document Reference No. 19**Revision Level: 1**		**Approved By: S scott**	
References: Operational		**Originator:** CEO	**Date Approved:** 23/9/2026

1. Purpose

The purpose of this policy is to ensure that Trauma Informed Parenting complies with all UK data protection laws, safeguarding the personal data of individuals engaging with the organisation. The policy outlines how personal data is collected, processed, stored, and protected, ensuring privacy, security, and legal compliance.

2. Scope

This policy applies to all staff, volunteers, trustees, and third parties handling personal data within Trauma Informed Parenting. It covers:

- Personal data collected from participants, donors, employees, and volunteers.
- How data is stored, processed, and shared.
- Compliance with UK GDPR principles and individual rights.

3. Policy

3.1 Data Protection Principles

Trauma Informed Parenting adheres to the following UK GDPR principles:

- Lawfulness, fairness, and transparency – Data will be collected and used ethically and legally.
- Purpose limitation – Data is only used for specific and legitimate purposes.
- Data minimisation – Only necessary data will be collected and retained.
- Accuracy – Personal data will be kept up to date and corrected if necessary.
- Storage limitation – Data will only be kept for as long as required for lawful purposes.
- Integrity & confidentiality – Personal data will be securely stored and protected.

3.2 Lawful Basis for Processing Data

Trauma Informed Parenting will only process personal data when one or more of the following legal bases apply:

- Consent – The individual has explicitly agreed to data processing.
- Contractual necessity – Processing is required to fulfil a contract.
- Legal obligation – Processing is necessary to comply with the law.
- Legitimate interests – Processing is essential for the organisation's objectives without overriding individuals' rights.

3.3 Rights of Individuals

Individuals have the following rights under UK GDPR:

- Right to access their personal data.
- Right to rectify incorrect or incomplete data.
- Right to erase data (in certain circumstances).
- Right to restrict processing of their personal data.
- Right to data portability for transfer of data to another organisation.
- Right to object to data processing.

3.4 Data Security & Confidentiality

- Personal data will be securely stored using encryption and controlled access.
- Cybersecurity measures will be implemented to prevent unauthorised access.
- Staff and volunteers will undergo data protection training to ensure compliance.
- Any data breaches will be reported to the Information Commissioner's Office (ICO) within required timeframes.

4. Responsibilities

- Board of Trustees: Ensure overall compliance with UK GDPR and review policy effectiveness.
- Data Protection Lead: Oversee data management, security, and compliance.
- Staff & Volunteers: Adhere to data protection principles and report any breaches or concerns.
- Participants & Donors: Have full rights under UK GDPR to request, amend, or remove personal data.
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5. Monitoring and Review

This policy will be reviewed annually, ensuring alignment with UK GDPR, ICO guidelines, and organisational needs.

Revision Level.	Description of Revision	Approved By:	Date
0	Approved on	**CEO**	22/9/25

1	**ReviewedCEO**		**23/9/26**

6.0 Related Procedure

18-Data Breach Reporting & Management