



Data Protection Policy

VERSION	Date reviewed	Next review date
Version1	February 2025 SMayo	2026
Version1	February 2026 SMayo	2027

Data Protection Act

The **Data Protection Act 2018**, which incorporates the UK implementation of the **General Data Protection Regulation (GDPR)**, governs how organisations, businesses, and public bodies handle personal information.

All individuals and organisations that process personal data must comply with the **data protection principles**, ensuring that information is:

- processed fairly, lawfully, and transparently
- used for clear and specific purposes
- limited to what is necessary
- accurate and kept up to date
- retained only for as long as necessary
- protected through appropriate security measures to prevent unauthorised access, loss, or damage

Stronger protections apply to sensitive categories of data, including racial or ethnic origin, political opinions, religious beliefs, trade union membership, genetic and biometric data (for identification), health information, and sexual orientation. Additional safeguards apply to data related to criminal convictions and offences.

Your Rights

Under the Data Protection Act 2018, individuals have the right to:

- be informed about how their data is used
- access their personal data
- request corrections to inaccurate information
- request deletion of data
- restrict or object to certain types of processing
- exercise data portability
- challenge automated decision-making or profiling

Requesting Your Data

Individuals may contact an organisation to request copies of the personal data it holds. If the organisation does not have a Data Protection Officer, requests should be addressed to the Centre Manager.

Response Time:

Organisations must respond within one month. In complex cases, they may extend this by up to two additional months but must notify the requester within the first month, explaining the reason for the delay.

Withheld Information:

Information may be withheld in specific circumstances, such as matters relating to crime prevention, national security, tax assessment, or certain official appointments. Organisations are not required to disclose the reasons for withholding information.

Costs:

Most requests are free of charge. However, organisations may apply a reasonable administrative fee for large or time-consuming requests.

Making a Complaint

Concerns about the misuse or mishandling of personal data should first be raised with the organisation involved. If the issue is unresolved or further advice is needed, individuals may contact the **Information Commissioner's Office (ICO)**:

- Email: icocasework@ico.org.uk
- Telephone: 0303 123 1113
- Textphone: 01625 545860
- Opening hours: Monday to Friday, 9:00am–4:30pm

Address:

Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire
SK9 5AF