**Data Protection Policy**  
*[Organisation Name]*

1. **Introduction**

This policy outlines our organisation’s commitment to protecting personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. **Purpose**

* To ensure the lawful, fair, and transparent processing of personal data.
* To protect the rights and privacy of volunteers, staff, and service users.
* To provide clear guidelines on data handling, storage, and security.

3. **Scope**

This policy applies to all volunteers, employees, trustees, and anyone handling personal data on behalf of the organisation.

4. **Data Protection Principles**

We adhere to the following principles:

* **Lawfulness, fairness, and transparency** – Personal data is processed legally and openly.
* **Purpose limitation** – Data is collected for specific, legitimate purposes.
* **Data minimisation** – Only necessary data is collected and retained.
* **Accuracy** – Data is kept up to date and corrected when necessary.
* **Storage limitation** – Data is retained only for as long as needed.
* **Integrity and confidentiality** – Data is securely stored and protected from unauthorised access.

5. **Roles & Responsibilities**

* **Data Protection Lead** – Oversees compliance and responds to data protection queries.
* **Staff & Volunteers** – Must follow data protection procedures and report concerns.
* **Trustees** – Ensure the organisation meets legal obligations.

6. **Data Collection & Processing**

* Personal data is collected only when necessary for volunteering activities.
* Consent is obtained where required, and individuals are informed of how their data will be used.
* Special category data (e.g., health information) is handled with extra care.

7. **Data Security & Storage**

* Personal data is stored securely, whether in digital or physical formats.
* Access to data is restricted to authorised personnel.
* Regular security checks are conducted to prevent breaches.

8. **Data Sharing & Third Parties**

* Personal data is not shared without consent unless legally required.
* Third-party processors must comply with data protection laws.

9. **Data Subject Rights**

Individuals have the right to:

* Access their personal data.
* Request corrections or deletions.
* Object to processing.
* Withdraw consent where applicable.

10. **Data Breaches & Reporting**

* Any data breaches must be reported immediately to the Data Protection Lead.
* Serious breaches will be reported to the Information Commissioner’s Office (ICO).

11. **Policy Review & Updates**

This policy will be reviewed annually to ensure compliance with UK data protection laws.