

Data Protection Policy

Scam Awareness & Fraud Education CIC

(Trading as "S.A.F.E.")

Last Updated: 16/05/2025

1. Introduction

Scam Awareness & Fraud Education CIC, trading as S.A.F.E. ("we," "our," "us"), is committed to protecting the privacy and security of personal information. This Data Protection Policy outlines how we collect, use, store, and protect personal data in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

2. Scope

This policy applies to all personal data collected and processed by S.A.F.E. through our website (<https://becomecybersafe.org/>) and any affiliated services, including data related to clients, donors, volunteers, and any other stakeholders. It covers both digital and physical data management.

3. Data We Collect

We may collect the following personal data:

- Full name
- Contact information (address, phone number, email address)
- Donation information (if applicable)
- Communication preferences
- Any information provided through our website forms

4. Purpose of Data Collection

The data we collect is used for the following purposes:

- Managing community engagement and communication
- Processing donations and financial records
- Responding to inquiries and providing information
- Organising events and community projects
- Complying with legal obligations

5. Legal Basis for Processing

We process personal data under the following legal bases:

- **Consent** – Individuals have given clear consent for us to process their personal data.

- **Legitimate Interests** – Processing is necessary for the purpose of legitimate interests pursued by S.A.F.E.
- **Legal Obligation** – Processing is required for compliance with legal obligations.

6. Data Sharing

We do not share personal data with third parties unless:

- It is required by law
- Consent has been obtained from the individual
- It is necessary for processing donations through secure platforms (e.g., PayPal)

7. Data Security

We employ appropriate security measures to protect personal data, including:

- Encryption of digital data
- Secure storage for physical documents
- Access control and regular audits

8. Data Retention

We retain personal data for as long as necessary to fulfil the purposes outlined in this policy. Financial data is retained for a minimum of 6 years in compliance with legal obligations.

9. Data Subject Rights

Individuals have the right to:

- Access their personal data
- Request correction of inaccurate data
- Request deletion of their data ("Right to be Forgotten")
- Object to data processing
- Request data portability

Requests can be made by contacting us at:

gdpr@becomecybersafe.org

10. Data Breach Procedure

In the event of a data breach, we will:

- Notify the Information Commissioner's Office (ICO) within 72 hours if the breach poses a risk to individuals
- Inform affected individuals if there is a high risk to their rights and freedoms

11. ICO Registration

Scam Awareness & Fraud Education CIC is registered with the Information Commissioner's Office (ICO) for data protection purposes.

12. Review and Amendments

This policy is reviewed annually or as required by changes in legislation.
