A logo with text and hands

AI-generated content may be incorrect.

Privacy Policy

# Privacy Policy

Company Name: That ADHD Woman  
Policy Author: Katherine Irvine  
Date of Completion: 06.06.25  
Review Date: 05.06.26  
  
1. Purpose  
This policy outlines how [Company Name] collects, stores, processes, and protects personal data in compliance with UK GDPR and the Data Protection Act 2018.  
  
2. Scope  
This policy applies to all personal data processed by [Company Name], including data relating to employees, service users, volunteers, and partners.  
  
3. Key Principles  
- Lawfulness, fairness, and transparency  
- Purpose limitation and data minimisation  
- Data accuracy and security  
- Accountability and rights of data subjects  
  
4. Data Protection Rights  
Data subjects have the right to:  
- Access their data  
- Request corrections or deletions  
- Object to processing  
- Request data portability  
  
5. Legal Framework  
- UK GDPR  
- Data Protection Act 2018  
  
6. Roles and Responsibilities  
- Data Protection Officer (DPO) or appointed data lead responsible for compliance  
- All staff must follow this policy and report data breaches to the DPO  
  
7. Data Breach Reporting  
Any data breach must be reported to the DPO immediately. Serious breaches will be reported to the Information Commissioner's Office (ICO) within 72 hours.  
  
8. Training and Review  
All staff will receive data protection training on induction and regular refresher training thereafter. This policy will be reviewed annually.