

Family Mental Fitness North East

Data Protection Policy



1. Purpose

Family Mental Fitness North East CIC is committed to protecting the personal data of everyone we work with — including children, young people, parents/carers, staff, volunteers, and partners. We handle personal information in line with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and all other relevant legislation.

2. Our Commitment

We will:

- Collect only the information we need to deliver our services safely and effectively.
- Store personal data securely, whether in paper or digital format.
- Use personal information only for the purposes for which it was collected.
- Keep information accurate, relevant, and up to date.
- Never share personal data with third parties without consent, unless required by law or safeguarding obligations.

3. Your Rights

Under UK GDPR, individuals have the right to:

- Be informed about how their data is used.
- Access a copy of the personal data we hold about them.
- Request corrections to inaccurate or incomplete data.
- Request deletion of their personal data where applicable.
- Restrict or object to certain processing activities.
- Data portability (in some circumstances).

Requests should be made in writing to:

Data Protection Lead

Family Mental Fitness North East CIC

We will respond to all requests within one month, in line with GDPR requirements.

4. Data Retention

We retain personal data only for as long as necessary to fulfil the purposes it was collected for, including legal, safeguarding, and funding requirements. Once no longer needed, data will be securely destroyed or deleted.

5. Security Measures

- Paper records are stored in locked cabinets in secure premises.
- Digital data is stored on password-protected systems with appropriate encryption.
- Access is restricted to authorised staff and volunteers.

6. Breaches

In the unlikely event of a personal data breach, we will follow the Information Commissioner's Office (ICO) guidance, including notifying affected individuals and the ICO where required.

7. Review

This policy will be reviewed annually or sooner if there are changes in legislation or working practices.

Date: July 2025

Revisions:

Review: Annually

