

# GDPR Policy

**Last Updated:** [15/05/2027]

**Sikh Inspiration** ("we", "us", or "our") is committed to safeguarding the privacy of individuals who participate in our educational classes, camps, and events. This Privacy Policy explains how we collect, use, and protect personal information in accordance with the UK General Data Protection Regulation (UK GDPR).

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## 1. Who We Are

Sikh Inspiration is a UK-based Sikh educational organisation that delivers learning opportunities through classes, camps, and events aimed at inspiring and educating participants of all ages within the Sikh community.

**Contact Email:** [13sikhiclass@gmail.com](mailto:13sikhiclass@gmail.com)

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## 2. What Information We Collect

We collect personal data via enrollment forms, volunteer applications, and direct communication. This may include:

### **For Participants (including children):**

- Full name
- Date of birth
- Gender
- Address
- Parent/guardian contact information
- Emergency contact details
- Medical conditions, allergies, or dietary requirements
- Educational year group (for session grouping)
- Religious learning background or preferences (optional)

### **For Parents, Guardians, and Volunteers:**

- Full name
- Contact details (email, phone number)
- DBS status (if volunteering)
- Skills or experience (for volunteer placement)

- Consent choices (e.g., for photography or updates)
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### 3. Legal Basis for Processing

We collect and process data on the following lawful bases as defined by the UK GDPR:

- **Consent** – for photography, optional updates, and mailing lists
  - **Contract** – to deliver services that participants register for
  - **Legal obligation** – for safeguarding and health & safety
  - **Legitimate interests** – to manage educational activities effectively and securely
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### 4. How We Use Your Information

We use personal data to:

- Register participants for classes, camps, and events
  - Communicate with parents, guardians, and volunteers
  - Assign participants to age-appropriate groups
  - Ensure safety and manage health or medical needs
  - Fulfil safeguarding responsibilities
  - Process volunteer applications and DBS checks
  - Share information about upcoming events (if consented)
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### 5. Sharing Your Data

We will **never sell or share your data** for marketing purposes.

We may share necessary information with:

- Emergency services (in case of an incident)
- DBS services (for vetting volunteers)
- Venues or service providers (only when essential and under confidentiality agreements)
- IT providers (e.g. secure data storage services used by the organisation)

All data sharing is done under strict privacy and data protection standards.

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## 6. How Long We Keep Your Data

Type of Data	Retention Period
Participant forms & medical data	1 year after the event
Volunteer & DBS data	3 years
Safeguarding records	7 years (or as required)
Mailing list data	Until you unsubscribe

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## 7. Data Security

We take data protection seriously. Measures include:

- Secure cloud-based storage
  - Password protection and access controls
  - Minimal paper usage, securely stored and destroyed
  - Encryption where appropriate
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## 8. Your Rights Under GDPR

You have the right to:

- Access the personal data we hold about you
- Request correction of incorrect or outdated information
- Request deletion of your personal data (subject to legal obligations)
- Withdraw consent at any time
- Object to data processing in certain cases
- Lodge a complaint with the Information Commissioner's Office (ICO)

For any of the above, contact us at: [13sikhiclass@gmail.com](mailto:13sikhiclass@gmail.com)

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## 9. Children's Data

Children's data is collected with the consent of a parent or guardian and is used only to manage participation and ensure wellbeing and safety during activities.

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## 10. Updates to This Policy

We may update this policy from time to time to reflect legal or operational changes. When we do, we will update the “Last Updated” date above and notify you as appropriate.

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