

Flip The Script YOUTH CIC

DATA PROTECTION AND CONFIDENTIALITY POLICY

Document:	DATA PROTECTION AND CONFIDENTIALITY POLICY
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1. PURPOSE

This policy ensures Flip The Script Youth CIC handles personal information about children, young people, families, and staff lawfully and securely in line with UK GDPR and Data Protection Act 2018.

2. DATA PROTECTION PRINCIPLES

We process personal data in accordance with these principles. Data must be:

- Processed lawfully, fairly, and transparently
- Collected for specified, explicit, and legitimate purposes
- Adequate, relevant, and limited to what is necessary
- Accurate and kept up to date
- Kept only as long as necessary
- Processed securely

3. LAWFUL BASIS FOR PROCESSING

We process personal data under:

- Consent (where freely given, specific, informed, and unambiguous)
- Legitimate interests (for our operational activities)
- Legal obligation (for safeguarding reporting)
- Vital interests (to protect life)



4. SPECIAL CATEGORY DATA

We sometimes process special category data (ethnicity, health, etc.). We only do so when necessary and with appropriate safeguards, relying on:

- Explicit consent
- Substantial public interest (safeguarding)
- Vital interests (protecting life)

5. CHILDREN'S DATA

For children under 13, we obtain parental consent for data processing. Young people aged 13+ can provide their own consent for most processing, though we involve parents/carers where appropriate.

6. CONFIDENTIALITY VS SAFEGUARDING

While we respect confidentiality, safeguarding concerns override data protection. We will share information with children's social care, police, or other agencies without consent when necessary to protect a child.

7. DATA SECURITY

Protect personal data by:

- Using strong passwords
- Locking screens when away from desks
- Encrypting sensitive data
- Not sharing data unnecessarily
- Secure disposal of paper records
- Reporting data breaches immediately

8. INDIVIDUAL RIGHTS

Individuals have rights to:

- Access their data (Subject Access Request)
- Rectification of inaccurate data
- Erasure in certain circumstances



- Restrict processing
- Data portability
- Object to processing

Requests should be sent to the DSL and will be responded to within one month.

9. RETENTION

We retain data according to legal requirements:

- Safeguarding records: Until young person is 25
- General records: 6 years from last contact
- Financial records: 7 years
- Staff records: 6 years after leaving

