

# Data Protection and Privacy Policy

## 1. Introduction

Charlton Premier Skills is committed to protecting the privacy and security of all personal data we process in line with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**. This policy explains:

- What personal data we collect
- How we use it
- Your rights regarding your data

This policy applies to:

- Participants and their families
- Staff, volunteers, and trustees
- Partners and suppliers

## 2. Data We Collect

We may collect and process:

Category	Examples
Personal Details	Name, date of birth, address, contact information
Safeguarding Data	Medical conditions, emergency contacts, support needs
Participation Records	Attendance, progress reports, feedback
Staff/VOLUNTEER Data	Qualifications, DBS checks, employment history
Financial Data	Payment details (for fees/donations), funding applications
Technical Data	IP addresses, website cookies (see our [Cookie Policy])

## 3. How We Use Your Data

Purpose	Legal Basis
Program delivery	Contractual necessity
Safeguarding participants	Legal obligation
Communications (e.g., newsletters)	Consent (you can opt out anytime)
Funding applications	Legitimate interest
Equal opportunities monitoring	Consent (anonymous where possible)

#### We will:

- Only collect data necessary for specific purposes.
- Retain data only as long as required (see our [Data Retention Schedule]).
- Never sell your data to third parties.

## 4. Data Sharing

We may share data with:

- **Trusted partners** (e.g., training providers) under strict agreements.
- **Statutory bodies** (e.g., local authorities for safeguarding).
- **Emergency services** (if required for welfare reasons).

**Overseas transfers:** Data is stored in the UK/EEA unless additional safeguards (e.g., GDPR-approved contracts) are in place.

## 5. Your Rights

You have the right to:

- ✓ **Access** – Request a copy of your data (free of charge).
- ✓ **Correct** – Ask us to update inaccurate information.
- ✓ **Delete** – Request erasure where no legal basis exists.
- ✓ **Restrict processing** – Limit how we use your data.
- ✓ **Object** – Opt out of marketing or automated decisions.
- ✓ **Portability** – Receive your data in a machine-readable format.

**To exercise these rights, contact:**

Data Protection Office

Email: governance@charltonpremierskills.org.uk

We respond within **30 days**.

## 6. Security Measures

- Encrypted digital storage and locked physical files.
- Regular staff training on data protection.
- Immediate reporting of breaches to the ICO where required.

## 7. Policy Updates

We review this policy annually. Significant changes will be notified via email or our website: [\[www.charltonpremierskills.org/privacy\]](http://www.charltonpremierskills.org/privacy).

### Approved by:

Dennis Ssemwogerere  
Director of Programmes  
Charlton Premier Skills  
19/04/2025

### Related Policies:

- [Safeguarding Policy]
- [Cookie Policy]
- [Data Retention Schedule]

**Last Updated:** 19/04/2025

**Next Review Date:** 19/04/2026