Data Protection Policy

Surrey Girls Socials

Last updated	17/05/2026

Definitions

Business	means a person's regular occupation, profession, or trade. This policy refers to Surrey Girls Social.
UK GDPR	means the General Data Protection Regulation. (Data Protection Act 2018).
Responsible Person	means Jessica Sayers, owner of Surrey Girls Social.
Register of Systems	means a register of all systems or contexts in which the business processes personal data.
Data Controller	The organisation (either alone or in collaboration with others) determines the purpose for which and the way data are processed. Jessica Sayers is the data controller.
Data Processor	A person or organisation that processes data on behalf of and on the orders of a controller.

This policy is designed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Introduction

At Surrey Girls Social, we value the privacy of our event attendees and partners. We process personal data in compliance with UK GDPR.

1. Data protection principles

The business is committed to processing data in accordance with its GDPR obligations.

For the purposes of data protection legislation, the terms 'process', 'processed' or 'processing' apply to any activity involving personal data, such as:

- Collecting
- Storing
- Sharing
- Destroying

Article 5 of the GDPR requires that personal data shall be:

a. processed lawfully, fairly and in a transparent manner concerning individuals;
b. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
c. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
d. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that inaccurate personal data, having regard to the purposes for which they are processed, are erased or rectified without delay;
e. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for more extended periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical

research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR to safeguard the rights and freedoms of individuals; and

f. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and accidental loss, destruction or damage, using appropriate technical or organisational measures."

2. General provisions

a. This policy applies to all personal data processed by the business.
b. The Responsible Person shall take responsibility for the business' ongoing compliance with this policy.
c. This policy shall be reviewed at least annually.
d. The business shall register with the Information Commissioner's Office as an organisation that processes personal data.

3. Lawful, fair and transparent processing

a. The business shall maintain a Register of Systems to ensure its data processing is lawful, fair, and transparent.
b. The Register of Systems shall be reviewed at least annually.
c. We process personal data based on consent (e.g., marketing opt-ins), contractual necessity (e.g., event attendance), and legitimate interests (e.g., event planning).
d. Attendees and partners have the right to access, correct, or erase their data, and to object to marketing. Requests can be made via our contact details below.

4. Lawful purposes

a. All data processed by the business must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests (see ICO guidance for more information).
b. The business shall note the appropriate lawful basis in the Register of Systems.
c. Where consent is relied upon as a lawful basis for processing data, evidence of opt-out of automatic consent shall be kept with the personal data.
d. Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent should be clearly available, and systems should be in place to ensure such revocation is reflected accurately in the business systems.

5. Data we collect

a. The business shall ensure that personal data are adequate, relevant, and limited to what is necessary for the purposes for which they are processed.

b. We collect data necessary for organising and running our events—this includes attendee registrations, contact details, preferences, and partner or vendor information.

6. Accuracy

a. The business shall take reasonable steps to ensure personal data is accurate.
b. Where necessary for the lawful basis on which data is processed, steps shall be taken to ensure that personal data is kept up to date.

7. Archiving/removal

a. We retain personal data only for as long as reasonably necessary for the purposes collected, including legal, accounting, insurance, membership, and operational requirements.after which it will be securely deleted.
b. To ensure that personal data is kept for no longer than necessary, the business shall destroy any processed personal data, and this will be reviewed annually.
c. Certain financial or contractual records may be retained longer where required by law.

8. Security

a. The business shall ensure that personal data is stored securely using modern software that is kept up-to-date. The business will store all forms of data using security passcodes/passwords (electronic), and will take reasonable steps to protect personal data transmitted electronically. Access to personal data shall be limited to personnel who need access, and appropriate security measures should be in place to avoid unauthorised information sharing.
b. When personal data is deleted/destroyed, this should be done safely so that the data is irrecoverable.
c. Appropriate backup and disaster recovery solutions shall be in place.

9. Breach

In the event of a security breach leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data, the business shall promptly assess the risk to people's rights and freedoms and, if appropriate, report this breach to the ICO within 72 hours and affected individuals if required (more information on the ICO website).

10. Marketing communications

SGS may contact members and attendees regarding:
• upcoming events,

• membership updates,
• newsletters,
• promotions,
• community announcements,
• and relevant business communications.

Where required by law, marketing communications will only be sent where appropriate consent has been obtained or another lawful basis applies.

Individuals may opt out of marketing communications at any time using the unsubscribe method provided or by contacting SGS directly.

11. Photography & social media

SGS may occasionally capture photographs or video content during events for promotional, marketing, and social media purposes.

Where practical, attendees will be informed when photography or filming is taking place.

Attendees who do not wish to appear in photographs or videos should notify SGS organisers at the event or contact SGS in advance where possible.

SGS will take reasonable steps to respect attendee privacy preferences and will not knowingly use images where an objection has been raised.

12. Third-party service

SGS may use trusted third-party platforms and service providers to support event bookings, memberships, communications, payment processing, marketing, and business operations.

Where third-party providers process personal data on behalf of SGS, reasonable steps will be taken to ensure they operate in accordance with applicable UK data protection laws.

Contact Information

For any data requests or concerns, contact Surrey Girls Social at surreygirlssocials@gmail.com

END OF POLICY