



Data Protection Policy

Purpose

To set out Everyday English Ltd's approach to data protection and the responsibilities of all staff, volunteers, and directors in handling personal data.

Policy Statement

Everyday English Ltd will ensure that personal data is processed in line with the six principles of the UK GDPR and will take appropriate technical and organisational measures to safeguard it.

Legal Framework

- Data Protection Act 2018
- UK GDPR

We will:


- Appoint a Data Protection Lead (DPL) to oversee compliance.
- Provide data protection training to all staff and volunteers who handle personal data.
- Restrict access to personal data to those who need it for their role.
- Keep paper records locked away and digital records password-protected and encrypted where possible.
- Report and investigate data breaches promptly in line with ICO guidance.
- Conduct Data Protection Impact Assessments (DPIAs) for high-risk processing.

Breach of Policy

Breach of this policy may result in disciplinary action and, if necessary, legal proceedings.

Review

This policy will be reviewed annually by the Board of Directors.

Signed: 

Chair, Board of Directors

Date: 30th September 2025