



## **GDPR Policy**

### **1. Introduction**

Fields Farm Nature Play & Therapy CIC is committed to protecting the privacy and personal data of our service users, staff, volunteers, donors, and other stakeholders. We comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 to ensure that all personal data is collected, stored, and processed lawfully, fairly, and securely.

### **2. Purpose of This Policy**

This policy outlines how we:

- Collect, use, and store personal data.
- Ensure data security and confidentiality.
- Allow individuals to control how their data is used.
- Comply with GDPR principles and legal requirements.

### **3. What Data We Collect**

We collect and process personal data, which may include:

- Service Users: Name, contact details, health information (with consent), emergency contacts.
- Staff & Volunteers: Employment details, DBS checks, training records.
- Donors & Supporters: Name, contact details, donation history.
- Website Visitors: Basic analytics (e.g., page visits, cookies) for website functionality.

We only collect the minimum necessary data to provide our services effectively.

#### 4. Lawful Basis for Processing Data

We process personal data under the following legal bases:

- Consent: When individuals give clear, informed consent (e.g., signing up for newsletters, providing health details for therapy sessions).
- Contractual Obligation: When processing is required for an agreement (e.g., employment or volunteer agreements).
- Legal Obligation: When required by law (e.g., safeguarding reporting).
- Legitimate Interests: When processing is necessary for our operations, provided it does not override individual rights.

#### 5. How We Use Personal Data

We use personal data to:

- Deliver therapy services, outreach programmes, and support sessions.
- Manage staff, volunteers, and service users effectively.
- Communicate about upcoming events, projects, and fundraising (with consent).
- Comply with legal, regulatory, and safeguarding obligations.

We never sell or share data with third parties for marketing purposes.

#### 6. Data Storage & Security

All personal data is stored securely, using:

- Password-protected systems for digital records.
- Locked filing cabinets for paper records.
- Restricted access: only authorised staff/volunteers can access data.

We implement technical and organisational measures to prevent unauthorised access, loss, or misuse of personal data.

#### 7. Data Retention & Deletion

We retain personal data only for as long as necessary:

Type of Data	Retention Period
Service User Records	6 years after last contact
Staff & Volunteer Records	6 years after leaving
Donation Records	6 years for financial reporting

Safeguarding  
Concerns                      As required by law

After this period, data is securely deleted or destroyed.

## **8. Individual Rights Under GDPR**

Individuals have the right to:

- Access their data (receive a copy of the information we hold).
- Rectify inaccuracies in their data.
- Erase their data (in certain circumstances).
- Restrict processing of their data.
- Object to processing based on legitimate interests.
- Withdraw consent at any time (for consent-based processing).

To exercise any rights, please contact [fieldsfarmcic@hotmail.com](mailto:fieldsfarmcic@hotmail.com). Requests will be processed within one month.

## **9. Data Breaches & Reporting**

In the event of a data breach, we will:

1. Assess the risk and take immediate steps to contain it.
2. Notify the Information Commissioners Office (ICO) within 72 hours if required.
3. Inform affected individuals where necessary.
4. Review and strengthen security measures to prevent future breaches.

## **10. Cookies & Website Data**

Our website may use cookies to improve user experience. Visitors can:

- Accept or decline cookies.
- Adjust browser settings to manage cookie preferences.

We only collect anonymous analytics data and do not track personal details.

## **11. Reviewing This Policy**

This GDPR policy will be reviewed annually to ensure compliance with evolving data protection laws.

## **12. Contact Information**

For any GDPR-related enquiries, data access requests, or concerns, please contact:

Emailing: [fieldsfarmcic@hotmail.com](mailto:fieldsfarmcic@hotmail.com)

Calling: Charlotte – 07584045836 or Kate - 07969472087

Writing to: Directors of Fields Farm Nature Play & Therapy CIC, 1 Fields Farm, Spalding Gate,  
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