Data Protection & UK GDPR Policy

SEND Butterflies South Coast (SBSC)

Purpose

SBSC is a volunteer-led, not-for-profit community group. We protect the personal information we collect and use. This policy applies to committee members, volunteers and Group Supporters.

Our approach

- Only collect information we need for a clear purpose.
- Keep information accurate, secure and only for as long as needed.
- Explain how information is used and only give access to people who need it for their SBSC role.

Information we may hold and why

We may hold contact, attendance, event, volunteer and advocacy/support information. This may include SEND, education, health, accessibility, dietary/allergy or safeguarding information.

We use information to run activities, answer enquiries, provide agreed support or advocacy, manage volunteers, safeguard people and administer SBSC. We use anonymised information to evidence our work wherever possible.

Lawful use & sensitive information

Depending on why we use information, our lawful basis may include legitimate interests, consent, legal obligation or vital interests. Health and some other information is special category data. Where required, SBSC will identify and record the additional legal condition that allows us to use it.

Sharing, confidentiality & security

- We do not sell personal information.
- We only share identifiable information when necessary and lawful, for example with the person's agreement, an SBSC service provider, or for safeguarding, legal or vital-interest reasons.
- Electronic records must have suitable password/access protection. Paper records must be stored securely. Committee members and volunteers must maintain confidentiality.

Data breaches

Loss of information, unauthorised disclosure, a misdirected email or any suspected breach must be reported promptly to the SBSC committee/data protection lead. It will be contained and recorded and, where required, reported to the ICO and affected people.

How long we keep information

- Routine enquiries/event bookings: normally up to 12 months after no longer needed.
- Attendance, administration and advocacy/support records: normally up to 3 years.
- Volunteer/Group Supporter records: normally up to 3 years after the role ends.
- Safeguarding records: normally up to 7 years after closure, unless there is a justified reason to keep them longer.

Information may be deleted sooner or kept longer for a clear safeguarding, legal or insurance reason. Retention will be reviewed periodically.

Your rights & our responsibility

People may have rights to access, correct, erase or restrict use of their information, object to some processing, and withdraw consent where consent is the lawful basis.

Requests: sendbutterflies.southcoast@gmail.com

The SBSC Committee will review this policy and make sure volunteers understand their responsibilities.

Approved by SBSC Committee: _____ **Review date:** 20/8/26.