

Confidentiality & Data Protection Policy

Policy Title: Confidentiality & Data Protection

Organisation: SOLACE LIVING SUPPORT CIC

Version: 1.0

Date: April 2025

Review Date: April 2026

1. Purpose

To protect the privacy of all individuals associated with our services and ensure compliance with GDPR.

2. Scope

Applies to staff, volunteers, board members, contractors, and all stakeholders handling personal information.

3. Legal Framework

- UK GDPR (General Data Protection Regulation)
- Data Protection Act 2018

4. Principles

- Personal data will be collected lawfully, fairly, and transparently.
- Data will be kept for no longer than necessary.
- All data will be securely stored and protected.

5. Individual Rights

- Right to access information
- Right to rectification
- Right to erasure
- Right to restrict processing

6. Breach Protocol

Any suspected breach must be reported to the Data Protection Officer (DPO) and investigated within 72 hours.

7. Review

Reviewed annually or after a data breach.