
GDPR Policy for Retro Reset Ltd

Effective Date: 4/6/2025

1. Purpose

Retro Reset Ltd is committed to full compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This policy explains how we collect, process, and protect personal data as part of our charitable activities.

2. Scope

This policy applies to:

- All personal data processed by Retro Reset Ltd
 - All employees, volunteers, trustees, contractors, and third-party service providers
 - All data subjects including workshop participants, school contacts, donors, volunteers, and website visitors
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3. Our Data Protection Principles

We adhere to the following principles of data protection:

1. **Lawfulness, fairness, and transparency** – We process data lawfully and fairly, and are transparent about how we do it.
 2. **Purpose limitation** – We collect data only for specified, legitimate purposes.
 3. **Data minimisation** – We collect only the data we need.
 4. **Accuracy** – We keep data accurate and up to date.
 5. **Storage limitation** – We retain data only as long as necessary.
 6. **Integrity and confidentiality** – We keep data secure.
 7. **Accountability** – We take responsibility for how we handle personal data.
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4. Legal Bases for Processing

We process personal data under the following lawful bases:

- **Consent** – for things like using photographs, email newsletters, or storing non-essential information
- **Contract** – to manage workshop bookings or agreements with service providers

- **Legal obligation** – e.g. for safeguarding, health and safety, or financial reporting
- **Legitimate interests** – such as managing relationships with schools or improving our services

We only rely on legitimate interest where it does not override the rights and freedoms of individuals.

5. Categories of Personal Data We Collect

We may collect and process:

- Names, emails, phone numbers, addresses (e.g. school or youth group contacts)
- Attendance records for workshops
- Photographs or videos (with explicit consent)
- Enquiries or messages submitted via our website or social media
- Technical data such as IP addresses or cookies via our WordPress website

We do **not** knowingly collect children's data directly online. All data about under-18s is collected via schools or guardians with appropriate consent.

6. Data Subject Rights

Under the UK GDPR, individuals have the following rights:

- Right to be informed
- Right of access
- Right to rectification
- Right to erasure ("right to be forgotten")
- Right to restrict processing
- Right to data portability
- Right to object
- Rights related to automated decision-making (we do not use these)

Requests related to data rights can be made by emailing: admin@retroreset.org. We will respond within one calendar month.

7. Data Security

We take data security seriously and use the following safeguards:

- Password-protected devices and accounts
- Secure cloud storage with access control

- SSL encryption on our website
 - Staff and volunteer training on data handling
 - Regular data reviews and audits
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8. Data Sharing and Processors

We do not sell or share personal data for commercial purposes. We may share data with:

- IT providers (e.g. WordPress hosting, email services)
- Social media platforms when you interact with us
- Schools and youth groups for safeguarding or coordination
- Insurers or regulatory bodies when legally required

We ensure all third-party data processors comply with the UK GDPR.

9. Data Retention

We retain data only for as long as necessary:

- Enquiries and booking info – up to 2 years
- Workshop records – up to 7 years (for safeguarding and insurance)
- Financial and donation records – 6 years (legal requirement)
- Photographs/videos – until consent is withdrawn or use is no longer relevant

We conduct regular reviews and delete or anonymise old data as appropriate.

10. Data Breaches

We have procedures in place to detect, report, and investigate personal data breaches. In the event of a breach likely to affect individuals' rights and freedoms, we will notify the Information Commissioner's Office (ICO) within 72 hours and inform affected individuals where required.

11. Responsibilities

- The **Board of Trustees** has overall responsibility for data protection compliance
- The **Data Protection Lead** ([Insert Name or Role]) manages day-to-day compliance and can be contacted at: [Insert Email]
- All staff and volunteers are required to follow this policy and receive appropriate training

12. Policy Review

This policy is reviewed annually or when there are changes to legislation or our activities.

Last reviewed: 4/6/2025

Next review due: Annually from date above

Contact Information

If you have questions about this policy or your data, contact:

 admin@retroreset.org

 Sapperton View, Maynards Green, East Sussex, TN21 0DG

You also have the right to lodge a complaint with the **Information Commissioner's Office** (ICO) at <https://ico.org.uk>.
