



ELEVATED UP CIC

# Data Protection & Privacy (GDPR) Policy

<b>Policy</b>	Data Protection & Privacy (GDPR) Policy
<b>Organisation</b>	Elevated Up CIC, Unit 2 Winster Grove, Birmingham, West Midlands, B44 9EG (Company No. 16143711)
<b>Version</b>	1.0
<b>Approved by</b>	Board of Directors
<b>Date approved</b>	June 2026
<b>Date of next review</b>	June 2027
<b>Policy owner</b>	Director (Data Protection Lead)

## 1. Purpose

Elevated Up CIC collects and uses personal information to run our activities. We are committed to handling it lawfully, fairly and securely, in line with the UK GDPR and the Data Protection Act 2018.

## 2. What information we hold

- Contact details for participants, parents, carers, staff and volunteers.
- Registration information, including ages of children and emergency contacts.
- Health, dietary and accessibility information needed to keep people safe and include them fully.
- Attendance records, feedback and, with consent, photographs.

## 3. Our lawful basis

We rely on consent, legitimate interests, the performance of a contract, and legal obligation, depending on the information. Special category data, such as health information, is held only where we have a valid additional condition and is treated with extra care.

## 4. How we look after information

- We collect only what we need and keep it accurate and up to date.
- We store records securely, with access limited to those who need it.
- We keep information only for as long as necessary and then delete or destroy it safely.

## 5. Your rights

People whose data we hold have the right to be informed, to access their data, and to ask for it to be corrected or deleted, among others. Requests should be made to our Data Protection Lead and will be answered within one month.



## 6. Sharing information

We do not sell or share personal information for marketing. We will share information without consent only where the law requires it or to protect someone from harm, in line with our safeguarding policies.

## 7. Data breaches

If personal data is lost or disclosed in error, we will act quickly to limit the harm, record the breach, and report it to the Information Commissioner's Office within 72 hours where the breach is likely to risk people's rights and freedoms.

## 8. Review

This policy is reviewed every year.

## Approval

Approved on behalf of the Board of Directors:

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### Emma Hobbis

Director, Elevated Up CIC

Date approved: June 2026