



GDPR Policy

Worley's World CIC

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Last Reviewed: 29/04/2026

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1. Introduction

Worley's World CIC is committed to protecting the privacy and personal data of all individuals we work with, including children, parents, staff, volunteers and partners.

This policy outlines how we comply with:

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

We ensure that all personal data is handled lawfully, securely and respectfully.

2. Scope

This policy applies to:

- All personal data collected and processed by Worley's World CIC
- All staff, volunteers and anyone handling data on our behalf
- All activities including workshops, events and online platforms
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3. Lawful Basis for Processing

We process personal data under the following lawful bases:

- Consent - clear permission is obtained where required (e.g. photos, sensitive data)
- Contract - to deliver services requested
- Legal obligation - including safeguarding responsibilities
- Legitimate interests - to operate safely and effectively

4. Types of Data We Collect

We may collect:

Children & Parents

- Names
- Ages
- Contact details
- Emergency contact information
- Medical or allergy information (where necessary)
- Safeguarding concerns (where applicable)

Staff & Volunteers

- Contact details
- DBS information
- Training records
- Emergency contacts

Participants

- Booking details
- Attendance records
- Feedback

Website & Online Users

- Cookies
- IP addresses
- Website usage data

5. How We Use Personal Data

We use data to:

- Manage bookings and attendance
- Deliver workshops and services
- Ensure safety and safeguarding
- Communicate with families and participants
- Manage volunteers and staff
- Meet legal and financial obligations

6. Data Security & Storage

We protect data through:

- Password-protected systems
- Restricted access to authorised individuals
- Secure storage of paper records
- Regular review of security measures

Sensitive data is handled with additional care.

7. Data Sharing

We do not sell personal data.

We may share data:

- For safeguarding purposes
- Where required by law
- With trusted service providers (e.g. booking systems)
- With funders in anonymised form only

All third parties must comply with UK GDPR.



8. Data Retention & Deletion

We only keep data as long as necessary:

- Children's records: up to 3 years after last contact
- Safeguarding records: longer where legally required
- Volunteer/staff records: up to 6 years after involvement ends
- Financial records: 6 years (legal requirement)

Data will be securely deleted when no longer needed.

9. Data Subject Rights

Individuals have the right to:

- Access their data
- Correct inaccurate data
- Request deletion (where appropriate)
- Restrict or object to processing
- Withdraw consent at any time
- Complain to the Information Commissioner's Office

10. Data Breaches

In the event of a data breach:

- Immediate action will be taken to contain it
- Risks will be assessed
- Relevant authorities and individuals will be notified if required
- The breach will be recorded and reviewed

11. Responsibilities

Worley's World CIC is responsible for:

- Ensuring GDPR compliance
- Keeping data secure
- Responding to data requests
- Reporting breaches

All staff and volunteers must follow this policy.

12. Policy Review

This policy will be reviewed annually or sooner if required.

