

General Data Protection Regulation Policy

Policy Written	09/04/2023
Reviewed & Agreed by Trustees	April 2026
Next Review	April 2027

Data Protection Officer - Abigail Mayhew

1. Introduction

Weave Foundation (“the charity”, “we”, “us”) is committed to protecting the privacy and security of personal data. We comply with:

- The UK General Data Protection Regulation (UK GDPR)
- The Data Protection Act 2018
- The Privacy and Electronic Communications Regulations (PECR)

This policy explains how Weave Foundation collects, uses, stores, and protects personal data, and outlines the rights of individuals whose data we process.

2. Scope

This policy applies to:

- Supporters
- Donors
- Volunteers
- Beneficiaries
- Employees and contractors
- Anyone whose personal data is processed by Weave Foundation

It covers all personal data processed in any format (digital, paper, audio, video).

3. Lawful Bases for Processing

Weave Foundation processes personal data under the following lawful bases:

Purpose	Lawful Basis
Processing donations, Gift Aid, financial records	Legal obligation
Managing volunteers, staff, and safeguarding	Legal obligation / Contract
Sending updates, newsletters, fundraising communications	Consent (email/SMS) or Legitimate interests (postal)
Responding to enquiries	Legitimate interests
Running programmes, events, and charitable activities	Legitimate interests / Consent
Maintaining organisational records	Legal obligation / Legitimate interests

Where consent is used, individuals may withdraw it at any time.

4. Data We Collect

We may collect the following categories of personal data:

Supporters & Donors

- Name, address, email, phone number
- Donation history
- Gift Aid declarations
- Communication preferences

Volunteers

- Contact details
- Emergency contact information
- Skills and experience
- Background checks (where required)

Employees

- HR and payroll information
- Performance and training records
- Right-to-work documentation

Beneficiaries (if applicable)

- Contact details
- Information necessary to deliver support services
- Any special category data only where strictly necessary and with explicit consent

We only collect data that is relevant and necessary for our charitable purposes.

5. How We Use Personal Data

We use personal data to:

- Process donations and Gift Aid
- Communicate with supporters and donors
- Manage volunteers and staff
- Deliver charitable programmes and events
- Maintain financial and administrative records
- Comply with legal and regulatory obligations

We do not use personal data for purposes incompatible with those for which it was collected.

6. Special Category Data

Weave Foundation may process special category data (e.g., health information) only when:

- It is necessary for safeguarding, employment, or volunteer management
- We have explicit consent
- It is required by law

Such data is handled with enhanced security.

7. Data Sharing

Weave Foundation does not sell personal data.

We may share data with trusted third-party service providers who act as data processors, such as:

- Payment processors (e.g., for donations)
- Email and communication platforms
- Cloud storage providers
- HMRC (for Gift Aid)

All processors are bound by contracts requiring them to keep data secure and use it only for our instructions.

We may also share data where required by law (e.g., safeguarding concerns, law enforcement).

8. International Transfers

If personal data is transferred outside the UK (e.g., cloud services), we ensure appropriate safeguards are in place, such as:

- UK adequacy regulations
- Standard Contractual Clauses (SCCs)

9. Data Retention

We retain personal data only for as long as necessary:

Data Type	Retention Period
Donation and Gift Aid records	6 years (legal requirement)
Volunteer records	Up to 3 years after involvement ends
Employee records	6 years after employment ends
Mailing list data	Until consent is withdrawn
Safeguarding records	As required by statutory guidance (often long-term)

After retention periods expire, data is securely deleted or anonymised.

10. Data Security

Weave Foundation takes appropriate technical and organisational measures to protect personal data, including:

- Password protection and access controls
- Secure cloud storage
- **Encryption where appropriate**
- **Staff and volunteer training**

- **Policies for data handling and breach response**

11. Cookies and Electronic Communications (PECR)

We comply with PECR when:

- Sending electronic marketing (email/SMS) — consent is required
- Using cookies on our website

Our website provides a cookie notice explaining (please see full cookie policy below):

- What cookies we use
- Their purpose
- How users can manage or disable them

12. Individual Rights

Individuals have the right to:

- Access their personal data
- Correct inaccurate data
- Request deletion (“right to be forgotten”)
- Restrict processing
- Object to processing
- Data portability
- Withdraw consent at any time
- Lodge a complaint with the Information Commissioner’s Office (ICO)

Requests can be made by email. We respond within one month.

13. Data Breaches

Weave Foundation maintains a breach-response procedure.

We will:

- Assess all suspected breaches
- Report breaches to the ICO where required (within 72 hours)
- Notify affected individuals where there is a high risk to their rights

14. Data Protection Lead

Weave Foundation has appointed a Data Protection Lead to oversee compliance.

Contact:

support.weavefoundation@gmail.com

(If you prefer to use the formal term “Data Protection Officer”, you may — but most small charities are not legally required to appoint one.)

15. Review of This Policy

This policy will be reviewed annually or sooner if:

- Legislation changes
- The charity’s data practices change
- The ICO issues new guidance

Conclusion

Weave Foundation is committed to protecting personal data and ensuring compliance with UK GDPR, the Data Protection Act 2018, and PECR. We aim to handle all personal data responsibly, transparently, and securely in support of our charitable mission.

Cookie Policy

(Website-ready, plain-English, PECR-compliant)

1. Introduction

Weave Foundation uses cookies and similar technologies on our website to improve user experience, analyse website performance, and support our charitable activities. This policy explains what cookies are, how we use them, and how users can manage their preferences.

2. What Are Cookies?

Cookies are small text files stored on your device when you visit a website. They help websites function properly and provide information to website owners.

3. Types of Cookies We Use

Essential Cookies

These are required for the website to function.

They enable features such as:

- Page navigation
- Secure access
- Form submissions

You cannot opt out of essential cookies.

Analytics Cookies

Used to understand how visitors use the site, such as:

- Which pages are visited
- How long visitors stay
- How users navigate the site

We use this information to improve our website.

Analytics cookies are only used with user consent.

Functional Cookies

These remember user preferences, such as:

- Language settings
- Display preferences

Marketing Cookies (if applicable)

Used to deliver relevant content or track the effectiveness of campaigns.

These are only used with explicit consent.

4. Third-Party Cookies

We may use third-party services such as:

- Google Analytics
- Embedded videos or social media content

These providers may set their own cookies.

Their use is governed by their own privacy policies.

5. Managing Cookies

Users can:

- Accept or reject non-essential cookies via our cookie banner
- Change preferences at any time
- Disable cookies through browser settings

Disabling some cookies may affect website functionality.

6. Changes to This Policy

We may update this policy to reflect changes in technology or legal requirements. Updates will be posted on our website.