

# General Data Protection Regulation Policy

Policy Written	09/04/2023
Reviewed & Agreed by Trustees	April 2025
Next Review	April 2026

Data Protection Officer - Samantha Wearing

## **Introduction**

Weave Foundation is committed to protecting the privacy of personal data and complying with the General Data Protection Regulation (GDPR).

The Data Protection Act 2018 is the UK law that supplements GDPR. It sets out additional requirements for the processing of personal data, such as processing of criminal conviction data and requirements for processing personal data of children. Weave Foundation is committed to complying with the requirements of the Data Protection Act 2018 when processing personal data.

The Privacy and Electronic Communications Regulations (PECR) sets out rules for electronic marketing and the use of cookies and similar technologies. Weave Foundation is committed to complying with the PECR when sending electronic marketing communications and using cookies on its website.

*[The Information Commissioner's Office (ICO) is the UK's data protection regulator. Weave Foundation is not required to register with the ICO and pay an annual fee. The charity must also report any data breaches to the ICO and comply with any investigations or enforcement actions taken by the ICO.]*

This policy explains how Weave Foundation collects, uses, and stores personal data and the rights that individuals have in relation to their personal data.



### **Data Collection**

Weave Foundation collects personal data from supporters, volunteers, donors, and employees. This data may include names, addresses, email addresses, phone numbers, and financial information.

Weave Foundation will only collect personal data that is necessary for the purpose for which it is being collected. The charity will ensure that all personal data collected is accurate, up-to-date, and relevant.

### **Data Use**

Weave Foundation will only use personal data for the purposes for which it was collected. This may include processing donations, communicating with supporters, or managing volunteers. Weave Foundation will not use personal data for any other purpose without obtaining the individual's consent.

### **Data Storage**

Weave Foundation will store personal data securely and will take appropriate measures to prevent unauthorised access, disclosure or loss of personal data. Personal data will be stored for no longer than is necessary for the purpose for which it was collected.

### **Data Sharing**

Weave Foundation will not share personal data with any third party without obtaining the individual's consent, except where required by law.

### **Rights of Individuals**

Individuals have the right to access their personal data held by Weave Foundation, to have their personal data corrected, to have their personal data erased, to object to the processing of their personal data, to restrict the processing of their personal data, and to data portability. Individuals also have the right to lodge a complaint with the Information Commissioner's Office (ICO).

### **Data Protection Officer**

Weave Foundation has appointed a Data Protection Officer (DPO) to oversee data protection within the charity. The DPO can be contacted by email at [support.weavefoundation@gmail.com](mailto:support.weavefoundation@gmail.com)



### **Conclusion**

Weave Foundation is committed to protecting the privacy of personal data and complying with General Data Protection Regulation (GDPR). Weave Foundation will regularly review and update this policy to ensure that it remains relevant and effective.