

# EASY TO READ

version

POLICIES AT HONEYCOMB GROUP



## Policy name: Data Protection Policy

### This policy was created to:

Protect the personal and confidential information we hold about staff, customers, and others. We want to make sure your information is used properly and kept safe at all times.

### What this policy covers

- What personal data is and how we use it
- Your rights over your data
- How we keep data safe
- How we handle complaints about data use

### Our goals

- Follow the law when collecting, using, or sharing data
- Respect your rights and privacy
- Make sure staff know how to handle data correctly
- Keep personal data secure and only for as long as needed

### Key terms

- **Personal data:** Info that can identify someone (e.g. name, date of birth)
- **Sensitive data:** Info like health, ethnicity, or religion
- **Data subject:** The person the data is about
- **Processing:** Anything we do with personal data (e.g. collecting, storing, sharing)
- **GDPR/DPA:** Laws that protect your personal information

### Our approach

- Only collect what we need and for clear reasons

- Keep data up to date and secure
- Delete data when we no longer need it
- Offer training to staff on data protection
- Respond quickly to data requests and concerns
- Give people private spaces to talk about personal issues when needed

## **Legal compliance**

We follow:

- The Data Protection Act 2018 (DPA)
- The General Data Protection Regulation (GDPR)
- Other laws like the Human Rights Act and Crime and Disorder Act
- We also follow guidance from the Information Commissioner's Office (ICO).

## **Performance monitoring**

- We keep track of any data breaches or near-misses
- Staff must report any issues straight away
- The Data Protection Coordinator makes sure this policy is followed
- Serious breaches can lead to disciplinary action

## **Data protection**

- All personal data is stored securely
- Access is limited to the right people
- Sensitive information is kept even more secure
- We have agreements with anyone we share data with
- CCTV, photos, and online data are all handled carefully and lawfully
- Children's data is handled with special care and explained clearly in age-appropriate ways

**Date of Policy: May 2023**