

Data Protection & GDPR Policy

LG Designer Maker CIC

Effective Date: March 2026

1. Purpose

LG Designer Maker CIC is committed to protecting the privacy and personal data of all participants, staff, volunteers, contractors, partners, and stakeholders.

This policy explains how we collect, use, store, share, retain, and dispose of personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Scope

This policy applies to all personal data collected and processed by LG Designer Maker CIC through:

Workshop registrations and participant records

- Health and safety documentation
- Safeguarding records
- Funding and evaluation activities
- Marketing and promotional activities
- Staff, volunteer, and contractor records
- Business enquiries and customer information



3. Data Protection Principles

LG Designer Maker CIC will ensure that personal data is:

- Processed lawfully, fairly, and transparently
- Collected for specified and legitimate purposes
- Adequate, relevant, and limited to what is necessary
- Accurate and kept up to date
- Retained only for as long as necessary
- Stored securely and protected against unauthorised access, loss, or damage
- Processed in accordance with the rights of individuals

4. Types of Personal Data Collected

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| <ul style="list-style-type: none"> • We may collect and process: • Participant Information • Name • Address • Telephone number • Email address • Emergency contact details • Year of birth • Attendance records • Health and Safety Information • Medical conditions relevant to participation • Allergies • Accessibility requirements • Accident and incident records • Monitoring and Evaluation Information | <ul style="list-style-type: none"> • Demographic information • Participant feedback • Outcome measurement data • Learning and progression records • Marketing and Media Information • Photographs • Video recordings • Testimonials • Consent records • Staff, Volunteer and Contractor Information • Contact details • DBS information where applicable • Training records • Employment or contractual information |
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5. Lawful Basis for Processing

LG Designer Maker CIC processes personal data under one or more of the following lawful bases:

- **Consent** - Where explicit permission has been provided, such as for photography, video recording, or marketing communications.
- **Contract** - Where processing is necessary to deliver workshops, services, or contractual obligations.
- **Legal Obligation** - Where information is required for health and safety, safeguarding, insurance, taxation, or regulatory purposes.
- **Legitimate Interests** - Where processing supports the operation, improvement, monitoring, and evaluation of our activities and does not override individual rights.
- **Vital Interests** - Where information is required to protect the health, safety, or wellbeing of an individual.

6. Special Category Data

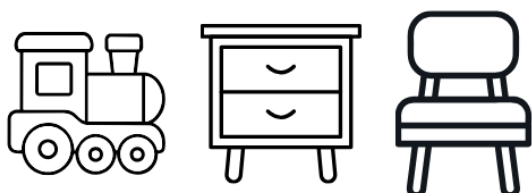
Certain information, including health information and safeguarding records, is classified as Special Category Data.

- This information will only be collected when necessary and will be:
- Stored securely
- Restricted to authorised personnel
- Used solely for its intended purpose
- Deleted in accordance with retention requirements

7. Consent

Where consent is required, it will be:

- Freely given
- Specific and informed
- Recorded and retained
- Able to be withdrawn at any time
- Withdrawal of consent will not affect processing that occurred before consent was withdrawn.



8. Data Storage and Security

LG Designer Maker CIC takes appropriate measures to protect personal data.

These measures include:

- Password-protected devices and accounts
- Secure cloud-based storage systems
- Restricted access to sensitive information
- Secure disposal of paper records
- Regular review of stored information
- Only authorised personnel may access personal information required for their role.

9. Data Sharing

Personal information will not be sold or shared for commercial purposes.

Information may be shared where necessary with:

- Funding bodies for reporting purposes
- Professional advisers
- Insurance providers
- Regulatory authorities
- Emergency services
- Safeguarding authorities
- Information will only be shared where there is a lawful basis to do so.

10. Data Retention and Deletion

- LG Designer Maker CIC retains information only for as long as necessary.
- Workshop Registration Forms
- Retained for 3 years following programme completion.
- Monitoring and Evaluation Data
- Retained for 6 years following programme completion.
- Accident and Incident Records
- Retained for a minimum of 3 years from the date of the incident or longer where required by law.
- Safeguarding Records
- Retained in accordance with safeguarding guidance and legal requirements, typically until the matter is fully resolved and for an appropriate period thereafter.
- Financial Records
- Retained for 6 years in accordance with HMRC requirements.
- Marketing Consent Records



- Retained until consent is withdrawn or no longer required.
- Staff and Volunteer Records
- Retained for up to 6 years after engagement ends unless a longer period is legally required.
- When retention periods expire, information will be securely deleted, destroyed, or anonymised.

11. Individual Rights

Under UK GDPR, individuals have the right to:

- Be informed about how their data is used
- Access their personal data
- Correct inaccurate information
- Request deletion of information where appropriate
- Restrict processing in certain circumstances
- Object to processing
- Withdraw consent
- Lodge a complaint with the Information Commissioner's Office (ICO)
- Requests relating to personal data should be submitted in writing to LG Designer Maker CIC.

12. Data Breaches

Any actual or suspected data breach must be reported immediately to the Director.

LG Designer Maker CIC will:

- Investigate the breach
- Take steps to reduce risk
- Record the incident
- Notify the Information Commissioner's Office where legally required
- Inform affected individuals where necessary



13. Responsibility

The Director of LG Designer Maker CIC is responsible for ensuring compliance with this policy and promoting good data protection practices throughout the organisation.

All staff, volunteers, and contractors are responsible for handling personal data appropriately and reporting any concerns or breaches.

14. Appendix A – Data Retention Schedule

Record Type	Purpose	Retention Period
Workshop Registration Forms	Participant administration and contact information	3 years after programme completion
Consent Forms (Photography, Video, Marketing)	Evidence of consent	Until consent is withdrawn or 3 years after last use
Participant Learning Passports	Monitoring participant development and progression	3 years after programme completion
Attendance Registers	Programme administration and reporting	3 years after programme completion
Monitoring and Evaluation Data	Impact reporting and funding requirements	6 years after programme completion
Participant Feedback Forms	Quality assurance and evaluation	6 years after programme completion
Demographic Monitoring Information	Equality monitoring and funding reports	6 years after programme completion



Accident and Incident Reports	Health and safety compliance	Minimum 3 years from incident date
Adult Safeguarding Records	Safeguarding compliance and case management	7 years after case closure
Young Person Safeguarding Records	Safeguarding compliance and case management	Until age 25 or 7 years after case closure, whichever is longer
Risk Assessments	Health and safety management	Current version plus 3 years
Staff Training Records	Compliance and competency records	Duration of engagement plus 3 years
DBS Records and Reference Numbers	Safer recruitment compliance	6 months after recruitment decision
Volunteer Records	Volunteer management and safeguarding	6 years after engagement ends
Contractor Records	Contract administration and legal compliance	6 years after engagement ends
Customer and Client Project Records	Project administration and contractual purposes	6 years after project completion
Invoices, Receipts and Accounting Records	HMRC and financial compliance	6 years from end of financial year



Insurance Records	Insurance and legal purposes	6 years after expiry
Complaints Records	Complaint investigation and resolution	6 years after closure
Data Breach Records	GDPR compliance and audit trail	6 years after closure

15. Secure Disposal

- Digital Records
- Permanently deleted from cloud storage and devices
- Removed from backups where practical
- Paper Records
- Cross-cut shredded
- Securely destroyed through confidential waste disposal
- Anonymised Data

Where appropriate, personal identifiers may be removed and data retained in anonymised form for statistical, reporting, or impact measurement purposes.

Retention periods may be extended where required by law, insurance requirements, safeguarding guidance, ongoing investigations, or contractual obligations.

16. Policy Review

This policy will be reviewed annually or sooner if legislation, guidance, or organisational requirements change.

Version: 1.0

Approved by: Director

Review Date: March 2027

