

## 1.2. data protection and GDPR policy

### 1. introduction

The asphaleia Group is committed to protecting and respecting the privacy of individuals. We adhere to the Data Protection Act 2018, the UK General Data Protection Regulation (GDPR), and the Protection of Freedoms Act 2012.

Our approach to data management reflects our values of respect, equality, and human rights. All staff are expected to handle personal and sensitive data responsibly and in line with this policy.

asphaleia is registered with the Information Commissioner's Office (ICO) as a data controller:

- asphaleia Limited: Registration Number ZA351494
- asphaleia Action: Registration Number Z8195576

This policy applies to all personal data, whether in paper or electronic form.

#### 1.1 definitions

For the purposes of this policy the following definitions are used.

term	definition
Personal data	Any information relating to an identified, or identifiable, individual. This may include the individual's name and/or include factors specific to the individual's physical, physiological, genetic, mental, economic, cultural or social identity
Special categories of personal data	Sensitive personal data including details of an individual's race, ethnicity, political opinions, religion, philosophical beliefs, trade union membership, genetics, biometrics, health, or sexual orientation
Processing	Any operation performed on personal data, such as collecting, recording, organising, storing, altering, retrieving, using, disclosing, erasing, or destroying
Data subject	The identified or identifiable individual whose personal data is held or processed
Data controller	A person or organisation that determines the purposes and the means of processing personal data
Data processor	A person or organisation (other than a staff member of the controller) that processes data on behalf of the controller
Personal data breach	A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data

#### 1.2 data protection principles

asphaleia complies with the UK GDPR principles, which require that personal data must be:

- Accurate and kept up to date
- Adequate, relevant, and limited to what is necessary
- Collected for specified, explicit, and legitimate purposes
- Processed lawfully, fairly, and transparently
- Processed securely, protecting against unauthorised or unlawful processing and against accidental loss or damage

- Retained only for as long as necessary

This policy explains how asphaleia ensures compliance with these principles.

## **2. organisational practices**

### **2.1 accidental disclosure via email**

If sensitive data is sent to an unauthorised recipient, staff will:

1. Attempt to recall the message immediately
2. Notify the sender and the Leadership Team
3. Contact the recipient to request deletion and written confirmation
4. Complete an incident report detailing actions taken

### **2.2 CCTV usage**

asphaleia uses CCTV on our premises for safeguarding and security purposes. Use of CCTV complies with the ICO's Code of Practice, and Data Protection Impact Assessments (DPIAs) are completed where appropriate.

See the Closed Circuit Television Policy for further details.

### **2.3 collecting personal data**

asphaleia will only process personal data where one of the six lawful bases applies under data protection law:

1. Consent - The individual (or their parent/carer, where appropriate) has given clear, informed consent
2. Contract - The processing is necessary to fulfil a contract with the individual or to take steps before entering into a contract
3. Legal obligation - The processing is necessary to comply with a legal obligation
4. Legitimate interests - The processing is necessary for legitimate interests pursued by asphaleia or a third party, provided this does not override the individual's rights
5. Public task - The processing is necessary for performing a public interest task or exercising official authority
6. Vital interests - The processing is necessary to protect someone's life

For special category data, asphaleia will also meet one of the additional conditions set out in the GDPR and the Data Protection Act 2018.

### **2.4 data security and storage of records**

asphaleia takes appropriate technical and organisational measures to protect personal data. This includes:

- Avoidance of storing personal data on personal devices
- Secure sharing practices with verified third parties
- Secure storage of paper records in locked facilities
- Strong password protection and encryption for digital data

## **2.5 disposal of records**

Data that is no longer required or has become inaccurate will be securely destroyed e.g., shredding paper records or securely deleting electronic files.

Where disposal is outsourced, the contractor must provide written confirmation of GDPR-compliant destruction.

## **2.6 limitation, minimisation and accuracy**

- Data that is no longer required will be securely deleted or anonymised in line with asphaleia's Data Retention Policy
- If personal data is to be used for new purposes, individuals will be informed and consent sought where necessary
- Personal data will only be collected for specified, explicit, and legitimate purposes, which will be clearly explained at the point of collection
- Staff may only process data necessary for their duties

## **2.7 personal data breaches**

All suspected data breaches must be immediately reported to the Leadership Team. A Director will investigate, document findings, and determine whether the ICO must be notified within 72 hours.

Where there is a high risk to individuals, those affected will be informed promptly in writing. All breaches, regardless of severity, will be documented and reviewed to prevent recurrence.

## **2.8 photographs and videos**

Photographs and videos may be taken for communication, marketing, and promotional purposes only with informed written consent. Consent can be withdrawn at any time. Images used in public materials will not include identifying personal details.

## **2.9 sharing personal data**

asphaleia will only share personal data when it is lawful and necessary, for example:

- When liaising with external agencies, with consent where appropriate
- When using contractors or suppliers to deliver services
- Where there are safeguarding or safety concerns

In such cases, asphaleia will:

- Put in place a data processing agreement
- Share only the data necessary for the task
- Use only suppliers who can demonstrate GDPR compliance

We may also share data with law enforcement, regulators, or government bodies when legally required, or with emergency services in urgent situations.

Any transfer of data outside the UK or EEA will comply with data protection law and ensure adequate safeguards.

## **2.10 subject access requests (SAR's)**

Individuals have the right to access their personal data. A valid Subject Access Request must include:

- Details of the information requested
- Name and contact details
- Proof of identity (two forms)

Requests must be made in writing (email or post) to the Leadership Team. If staff receive a SAR, they must forward it immediately to the Leadership Team.

#### *2.10.1. responding to SAR's*

When handling requests, asphaleia will:

- Confirm identity before processing
- Provide the data free of charge unless requests are excessive or repetitive
- Refuse requests only where lawful, and with written explanation
- Respond within one month (or within three months for complex cases, with notice)

Information may be withheld if disclosure could cause harm, reveal confidential child protection information, or breach legal restrictions.

#### *2.10.2 other individual rights*

In addition to access rights, individuals may:

- Be notified of breaches involving their data
- Lodge a complaint with the ICO
- Object to automated decision-making or profiling
- Prevent use of data for direct marketing
- Request portability of data to another provider
- Request rectification or erasure of data
- Restrict or object to processing
- Withdraw consent at any time

Requests to exercise these rights must be directed to the Leadership Team.

#### *2.10.3 children's data*

Personal data about a child belongs to that child. Parents/carers may only make requests on a child's behalf if the child lacks capacity to understand their rights or has consented. Children aged 12 and above are generally considered mature enough to understand their rights, though this is assessed on a case-by-case basis.

## **3. website privacy policy**

### **3.1 overview**

This notice applies to the website [www.asphaleia.co.uk](http://www.asphaleia.co.uk) and explains how asphaleia processes and protects personal information collected online.

By using the website, the user agrees to the terms of this policy.

### **3.2 links to other websites**

The website may contain links to third-party sites. asphaleia is not responsible for the privacy practices or content of these sites. Users should read the privacy notices of any external site they visit.

### **3.3 transfers outside the UK/EU**

Data may be transferred outside the UK or EU (for example, where servers are located abroad). asphaleia will ensure appropriate safeguards are in place to protect personal data in line with UK GDPR requirements.

### **3.4 use of cookies**

The website uses cookies to improve functionality and user experience. Users can control cookie preferences in their browser settings; however, disabling cookies may affect site performance.

### **3.5 users aged 16 or under**

If users are aged 16 or under, they should obtain parental or guardian consent before providing any personal information through the website.

### **3.6 contact details**

asphaleia Limited – Company No. 3865521  
asphaleia Action – Charity No. 1081728

Registered Office - 22 Liverpool Gardens, Worthing, West Sussex, BN11 1RY

Contact:

- Email: Please email [headoffice@asphaleia.co.uk](mailto:headoffice@asphaleia.co.uk)
- Post: Please use the registered office address above
- Telephone: Please call 01903 522966
- Website: Please use the contact form on the website

