



SUPPORTING MENTAL HEALTH IN THE COMMUNITY

MANAGED BY BEESTON COMMUNITY RESOURCE CIO



BCR Data Protection Policy – One Page Summary

Purpose

BCR is committed to protecting personal data in line with UK GDPR, the Data Protection Act 2018, and ICO guidance.

Key Principles (UK GDPR)

- Lawful, fair, transparent processing
- Clear purposes for data collection
- Data minimised to what is necessary
- Kept accurate and up to date
- Retained only as long as needed
- Stored and processed securely
- Accountability demonstrated through records and governance

Lawful Bases

- Consent
- Contract
- Legal obligation
- Vital interests
- Legitimate interests
- Public task (where applicable)

Why BCR Collects Data

- Service user support and case management
- Employment and volunteer management
- Legal and financial compliance
- Communication and website functionality

Retention (Summary)

- Data kept only as long as necessary
- Example durations:
 - Service user records: ~2 years after last contact
 - Employee records: ~2 years post-employment
 - Financial: 6 years (legal requirement)
 - Safeguarding: 15+ years (as required)

Security Measures

- Access controls and role-based permissions
- Secure servers and encrypted devices
- Staff training
- Secure disposal of data

Sharing & Transfers

- Shared only with authorised statutory bodies, partners, or processors
- Third party processors must meet UK GDPR and sign agreements
- International transfers require safeguards (e.g., IDTA, adequacy)

Individual Rights

- To be informed
- Access, rectification, erasure
- Restriction or objection
- Data portability
- Rights regarding automated decision making

DPIAs are required for high-risk processing, documenting purpose, risks, and mitigations.

Breaches

- Report immediately to DPO
- ICO notified within 72 hours if risk is significant
- Breach register maintained

Training & Accountability- Mandatory staff/volunteer training

- Records of processing, DPIAs, retention schedules, breach logs

Review Cycle: Annually or upon legal change.