

ADHD BABES

ADHD BABES – Data Protection Policy

Data protection policy in accordance with the EU General Data Protection Regulation (GDPR) and Data Protection Act (DPA) 2018

Data protection policy

Goal of the data protection policy

- The goal of the data protection policy is to depict the legal data protection aspects in one summarising document. It can also be used as the basis for statutory data protection inspections, e.g. by the customer within the scope of commissioned processing. This is not only to ensure compliance with the European General Data Protection Regulation (GDPR) and Data protection Act (DPA) 2018 but also to provide proof of compliance.

Preamble

- ADHD Babes is a support group for Black Women and Black Non-binary people. We aim to offer services and safer spaces for our community. To do this we aim to be in compliance with data protection standards.

Security policy and responsibilities in the company

- To keep information of our member's safe
- To limit access to information of our members to essential needs
- Directors are responsible for updating and sharing our policies with staff and volunteers
- Directors, staff and volunteers are responsible for upholding our privacy policy and keeping information safe to the best of their ability

All team members of ADHD Babes have a commitment to the continuous improvement of our data protection management system

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Legal framework in the company

- ADHD Babes is registered as a Community Interest Company
- We are bound by the legal responsibilities for any registered company in the United Kingdom
- We are registered with the ICO

Documentation

- We aim to review our processes annually
- We also are open to regular process review throughout the year
- We hold personal information for admin purposes, planning and to ensure the safety of our community members
- We must keep all information and personal details confidential. The exception where confidentiality can be broken is if a member or member of the public is in danger.

Existing technical and organisational measures (TOM)

- All members can withdraw consent for us to hold their details at any time
- Only active volunteers or staff have access to data
- We use a private database to store information