



Red Lion House Charity

Charity Number; 1176422

Data Protection and Handling Policy

Purpose

Red Lion House Charity is committed to protecting personal data and handling it lawfully, fairly and securely in line with UK GDPR and the Data Protection Act 2018.

Scope

This policy applies to trustees, employees, volunteers, contractors and anyone handling personal data on behalf of Red Lion House.

What Is Personal Data

Personal data is any information that identifies a living individual, including contact details, images, safeguarding records and financial information. Some data requires additional protection.

Our Principles

Personal data will be used lawfully, fairly and transparently; limited to what is necessary; accurate; stored securely; and retained only as long as required.

Lawful Basis for Processing

Data will only be processed where there is a lawful basis such as consent, legal obligation, safeguarding or legitimate interests.

Data Handling and Security

Personal data must be kept secure at all times. Paper records must be stored safely and electronic data password protected. Access must be limited to those who need it for their role.

Use of Personal Devices

Where personal devices are used for Red Lion House business, including bookings or hirer information:

- devices must be password protected
- data must only be stored where necessary
- data must not be shared or used for any other purpose
- reasonable steps must be taken to keep the device secure
- data must be deleted or transferred when no longer required or when the role ends

Red Lion House Charity remains the Data Controller for all data processed on its behalf.

Retention and Disposal

Data will only be kept for as long as necessary and securely destroyed when no longer required.

Data Breaches

Any actual or suspected data breach must be reported immediately to the Chair or a Trustee. The Information Commissioner's Office will be notified where required.

Individual Rights

Individuals have rights to access, correct or delete their personal data. Requests will be handled within statutory timescales.

Responsibilities

Everyone handling personal data has a responsibility to protect it. Trustees have overall responsibility for compliance.

Related Policies

- Safeguarding Policy
- Working Environment Policy
- Internet Use Policy

Agreed by the Red Lion House Charity

Date January 2026

Review Date January 2029

Signed 