

# **The Diversity Trust CIC Data Protection Policy**

## **Introduction**

Welcome to The Diversity Trust CIC's Data Protection Policy. As we embrace the principles of transparency and user privacy, this document outlines our commitment to protecting your personal data in compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Your trust is vital to us, and we strive to ensure that your personal information is handled with the utmost care.

## **1. Collection and Use of Personal Data**

We collect personal data which is provided to us to allow us to carry out our work efficiently. This may include but is not limited to your name, contact information, and any other information necessary for our services, such as gender identity. We are committed to processing your personal data fairly and lawfully, and we will only use it for specified, legitimate purposes, ensuring that it is not further processed in a manner incompatible with those purposes.

## **2. Purpose Limitation**

Your personal data will be collected for specific and lawful purposes, such as providing our services, improving our outreach programs, and enhancing user experiences. We will not process your data for any incompatible purposes. We will also ensure that your personal data is kept with the upmost confidentiality and will not be shared unless previously agreed

## **3. Data Minimisation**

We are dedicated to ensuring that the personal data we collect is adequate, relevant, and limited to what is necessary for the purposes for which it is processed. We will not request excessive data that does not directly contribute to our objectives.

## **4. Accuracy of Data**

We take all reasonable steps to ensure that your personal data is accurate and, where necessary, kept up to date. If you believe that any information we hold about you is inaccurate or incomplete, please contact us, and we will address your concerns promptly.

## **5. Storage Limitation**

In accordance with GDPR principles, we will not retain your personal data for longer than is necessary to fulfil the purposes for which it was collected. We will establish retention periods and ensure that data is securely deleted or anonymised when it is no longer needed. We will hold your personal data for no longer than 5-years.

## **6. Rights of Data Subjects**

We respect your rights under GDPR, which include:

- The right to access your personal data
- The right to rectify inaccurate data
- The right to erasure (right to be forgotten)
- The right to restrict processing
- The right to data portability
- The right to object to processing

If you wish to exercise any of these rights, please contact us, and we will respond promptly and in accordance with the law.

## **7. Security Measures**

The Diversity Trust CIC is committed to implementing appropriate technical and organisational measures to protect your personal data against unauthorised or unlawful processing, as well as accidental loss, destruction, or damage. We conduct regular assessments of our data protection practices to ensure compliance and effectiveness.

We also regularly review the data we hold and ensure to delete any data which falls outside of the five-year time frame for us to hold onto this information.

## **8. International Data Transfers**

Your personal data will not be transferred to countries outside the European Economic Area (EEA) unless adequate safeguards are in place to protect your data in accordance with GDPR standards.

## **9. Changes to This Policy**

We will review and update this Data Protection Policy from time to time to reflect changes in our practices or the law. Any updates will be posted on our website, and we encourage you to review this policy regularly to stay informed about how we are protecting your personal data.

## **Contact**

If you have any questions or concerns about this Data Protection Policy or how we handle your personal data, please do not hesitate to contact us:

124 City Road, London EC1V 2NX  
Email [info@diversitytrust.org.uk](mailto:info@diversitytrust.org.uk)  
Phone 07979 070 826

Thank you for trusting The Diversity Trust CIC with your personal data. Together, we can foster a diverse and inclusive community while upholding your privacy rights.

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