



General Data Protection Regulation Policy

Date Adopted: 27th May 2026

Next Review Date: 27th May 2027

Policy Review: This policy will be reviewed by the trustees every year or sooner if legal guidance changes.

1. Introduction

The West Kent Badger Group (“the Charity”, “we”, “us”, “our”) is committed to protecting the privacy and security of personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This policy sets out how we collect, store, process, and protect the personal data of individuals.

2. Purpose

This policy ensures that the Charity:

- Complies with UK GDPR and follows good practice.
 - Protects the rights of trustees, volunteers, donors, beneficiaries, and other stakeholders.
 - Is open about how it stores and processes individuals’ data.
 - Protects itself from the risks of a data breach.
-

3. Scope

This policy applies to:

- All trustees and volunteers of the Charity.
 - All personal data processed by or on behalf of the Charity.
 - Any third parties handling personal data on our behalf (under contract).
-

4. Data Protection Principles

We comply with the principles of data protection as set out in the UK GDPR. Personal data shall be:

1. **Lawfulness, fairness, and transparency** – processed lawfully, fairly, and in a transparent manner.
 2. **Purpose limitation** – collected for specified, explicit, and legitimate purposes.
 3. **Data minimisation** – adequate, relevant, and limited to what is necessary.
 4. **Accuracy** – accurate and kept up to date.
 5. **Storage limitation** – kept no longer than necessary.
 6. **Integrity and confidentiality** – processed in a manner that ensures appropriate security.
-

5. Lawful Basis for Processing

We will only process personal data where we have a lawful basis to do so under Article 6 of the UK GDPR, such as:

- Consent
- Performance of a contract
- Legal obligation
- Vital interests
- Public task
- Legitimate interests

Special category data will only be processed under the lawful bases provided by Article 9 of UK GDPR.

6. Data We Collect

We may collect and process the following types of personal data:

- Names, addresses, emails, and phone numbers
 - Donation history and gift aid status
 - Volunteer application details
 - Financial and banking information (where applicable)
 - Information on service users (where relevant and with appropriate safeguards)
-

7. Data Subject Rights

Under the UK GDPR, individuals have the right to:

- Be informed about how their data is used.

- Access their personal data.
- Rectify inaccurate or incomplete data.
- Erase their data (“right to be forgotten”).
- Restrict or object to processing.
- Data portability.
- Not be subject to automated decision-making.

To exercise these rights, individuals may contact us at:

Email: westkentbadgergroup@yahoo.co.uk

Address: The West Kent Badger group, c/o 2 Bow Terrace, Watlingbury, Kent, ME18 5DW

8. Data Retention

We retain personal data only for as long as necessary for the purposes it was collected. Retention periods are documented in our internal Data Retention Schedule.

9. Data Security

We have appropriate technical and organisational measures in place to safeguard personal data, including:

- Password protection and encryption
 - Secure data storage
 - Limited access to personal data
 - Trustee and volunteer training
-

10. Sharing Personal Data

We do not share personal data with third parties unless:

- We have the individual’s consent.
 - It is necessary for service delivery and under a data processing agreement.
 - It is required by law or for safeguarding purposes.
-

11. Data Breach Procedures

Any data breach must be reported immediately to the Data Protection Officer (DPO) or equivalent. Serious breaches will be reported to the Information Commissioner's Office (ICO) within 72 hours, where required.

12. Responsibilities

All trustees and volunteers must understand and follow this policy. The trustees are responsible for ensuring compliance and regular reviews.
