

GDPR Policy

1.1 Introduction

1.1 Bristol Together CIC is committed to ensuring that personal data is handled in compliance with the General Data Protection Regulation (GDPR). This policy outlines the principles and procedures we follow to protect personal data, ensuring it is processed lawfully, transparently, and securely.

2. Data Protection Principles

2.1 Lawful, Fair, and Transparent Processing - Data is processed lawfully, fairly, and in a transparent manner.

2.2 Purpose Limitation - Data is collected for specified, explicit, and legitimate purposes and not processed further in a manner incompatible with those purposes.

2.3 Data Minimisation - Data collected is adequate, relevant, and limited to what is necessary for the purposes for which it is processed.

2.4 Accuracy - Data is accurate and kept up-to-date; inaccuracies are rectified without delay.

2.5 Storage Limitation - Data is kept in a form that permits identification of data subjects for no longer than necessary for the purposes for which it is processed.

2.6 Integrity and Confidentiality - Data is processed in a manner that ensures security, including protection against unauthorised or unlawful processing, accidental loss, destruction, or damage, using appropriate technical and organisational measures.

3. General Provisions

3.1 Scope - This policy applies to all personal data processed by Bristol Together.

3.2 Responsibility - Bristol Together is responsible for ensuring ongoing compliance with this policy.

3.3 Review - The policy shall be reviewed annually to ensure it remains up-to-date.

3.4 Registration - Bristol Together is registered with the Information Commissioner's Office (ICO) as an organisation that processes personal data.

4. Lawful, Fair, and Transparent Processing

4.1 Register of Systems - Bristol Together maintains a Register of Systems to document data processing activities, reviewed annually.

4.2 Right to Access - Individuals can access their personal data upon request, and such requests are handled promptly.

5. Lawful Purposes

5.1 Lawful Bases for Processing - Data is processed based on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task, or legitimate interests.

5.2 Consent Management - When consent is the basis for processing, opt-in consent is documented, and individuals are provided with the means to withdraw consent easily.

6. Accuracy

6.1 Data Accuracy - Bristol Together takes reasonable steps to maintain accurate and up-to-date personal data.

6.2 Updating Data - Systems are in place to ensure personal data is regularly updated as necessary.

7. Archiving and Removal

- 7.1 Data Retention Policy - An archiving policy governs the retention of personal data, determining what data is kept, for how long, and why.
- 7.2 Data Disposal - Personal data no longer needed is securely deleted to prevent recovery.

8. Security

- 8.1 Secure Storage - Personal data is stored using secure and up-to-date software solutions.
- 8.2 Access Control - Access to personal data is restricted to authorised personnel only, with measures in place to prevent unauthorised access.
- 8.3 Data Deletion - Data deletion is conducted securely to ensure irrecoverability.
- 8.4 Backup and Recovery - Robust backup and disaster recovery solutions are in place to protect data integrity.

9. Data Breach

- 9.1 In the event of a data breach, Bristol Together will promptly assess the risk to individuals' rights and freedoms and, if necessary, report the breach to the ICO. We have procedures in place to respond quickly and mitigate any impact.

Paul Morgan, Managing Director
Bristol Together CIC



For any questions or concerns related to this GDPR Policy, please contact Paul Morgan – paulmorgan@bristoltogether.co.uk.

Review Cycle:	Date of Review:	Reviewed by:	Next Date of Review:
Annual	01/08/2024	Paul Morgan – Managing Director	01/08/2025