



CORE GOVERNANCE AND POLICY FRAMEWORK

Data Protection & GDPR Policy

Policy Summary

This policy explains how Dinas Integration Services CIC collects, stores, uses, and protects personal information in line with UK GDPR and the Data Protection Act 2018.

Purpose

Dinas Integration Services CIC is committed to protecting personal information and respecting the privacy rights of individuals.

Data Protection Principles

We will ensure personal data is:

- Processed lawfully, fairly, and transparently
- Collected for legitimate purposes only
- Relevant and limited to what is necessary
- Accurate and kept up to date
- Stored securely
- Retained only as long as necessary

Types of Information

We may collect:

- Contact details
- Support needs
- Safeguarding information
- Equality monitoring information
- Volunteer and staff records
- Referral information

Confidentiality

Personal information will only be shared:

- With consent
- Where legally required
- Where safeguarding concerns exist
- Where there is a risk of serious harm

Data Security

Dinas Integration Services CIC will:

- Password protect devices

- Securely store paper records
- Restrict access to confidential information
- Securely dispose of records
- Report data breaches appropriately

Individual Rights

Individuals have the right to:

- Access their information
- Request corrections
- Request deletion where appropriate
- Withdraw consent
- Complain to the Information Commissioner's Office (ICO)