



Kate's Training CIC

# Data Protection Policy

## 1. Data Protection Policy Statement

We recognise the legal requirements of the General Data Protection Regulation (GDPR) and we are committed to safeguarding personal data. In particular:

- We will process the personal data fairly and lawfully and, in particular, will not be processed unless:
  - a) at least one of the conditions set out in Conditions for Processing Data is set.
  - b) in the case of special category data, at least one of the Conditions is Processing Special Category Data is also met.
- Personal data will be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes.
- Personal data will be adequate, relevant, and reasonable to the purpose(s) for which they are processed.
- Personal data shall be accurate and, where necessary, kept up to date.
- We will only keep the personal data for as long as is necessary. This will be for 3.5 years after a regulated training under the First Aid Awards guidance for legal purposes. For our Community Support we only keep the Personal Data for 12 months after you stopped using our services. For volunteers who left the organisation for 12 months and for directors who left for 10 years. For accidents/incidents between 12 months and 10 years - please see more details in the Health and Safety Policy.
- We will process the personal data under the rights of data subjects under the GDPR.
- We will take appropriate technical and organisational measures against unauthorised or unlawful processing of personal data and accidental loss or destruction of, or damage to, personal data.
- Personal data will only be transferred to a country or territory outside the European Economic Area if that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects concerning the processing of personal data.

## 2. Conditions for Processing Personal Data

Unless a relevant exemption applies, at least one of the following conditions must be met whenever we process personal data:

- The individual has consented to the processing of their personal data.
- The processing is necessary - concerning a contract that the individual has entered into or because the individual has asked for something to be done so they can enter into a contract.
- The processing is necessary because of a legal obligation that applies to you (except an obligation imposed by a contract).
- The processing is necessary to protect the individual's "vital interests." This condition only applies in cases of life or death, such as when an individual's medical history is disclosed to a hospital's A&E department treating them after a serious road accident.

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- The processing is necessary for administering justice or for exercising statutory, governmental, or other public functions.
- The processing is following the “legitimate interests” condition.

### 3. Conditions for Processing Special Category Data

At least one of the additional conditions listed below must also be met whenever we process special category data:

- The individual has consented explicitly to the processing of their special category data.
- The processing is necessary to comply with employment law.
- The processing is necessary to protect the vital interests of:
  - a) the individual (in a case where the individual’s consent cannot be given or reasonably obtained) or
  - b) another person (in a case where the individual’s consent has been unreasonably withheld).
- A non-profit organisation carries out the processing and does not involve disclosing personal data to a third party unless the individual consents. Extra limitations apply to this condition.
- The individual has deliberately made the information public. The processing is necessary with legal proceedings, for obtaining legal advice, or otherwise for establishing, exercising or defending legal rights.
- The processing is necessary for administering justice or for exercising statutory or governmental functions.
- The processing is necessary for medical purposes and is undertaken by a health professional or by someone who is subject to an equivalent duty of confidentiality.
- The processing is necessary for monitoring equality of opportunity and is carried out with appropriate safeguards for the rights of individuals.
- In addition to the above conditions – which are all set out in the GDPR itself – regulations set out several other conditions for processing special category data
- Their effect is to permit the processing of special category data for a range of other purposes – typically those that are in the substantial public interest and which must necessarily be carried out without the explicit consent of the individual.
- Examples of such purposes include preventing or detecting crime and protecting the public against malpractice or maladministration.

### 4. Data Protection Policy

Should you have any questions please do not hesitate to contact the **DPO (Data Protection Officer)** and Policy Holder Kate Gorski by email [kate@katestraining.uk](mailto:kate@katestraining.uk) or phone 07362512257 or 01617062276. Our website is: <https://www.katestraining.uk>.

The policy should be read alongside our other organisational policies. It will be reviewed every 12 months and as and when required.

**Policy Team:** Kate Gorski, Piko Choi, Damian Gorski.

**Last review** on 04/11/2025.

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