

Inspire Neurodiversity and Wellbeing CIC  
GDPR & Data Protection Policy  
Version 1.1 | Approved by Board of Directors  
Effective Date: 17<sup>th</sup> December 2025



## **GDPR & Data Protection Policy**

**Policy Title: GDPR Data Protection Policy**

**Organisation: Inspire Neurodiversity and Wellbeing CIC**

**Version: 1.1**

**Approved By: Board of Directors**

**Approval Date: 17th December 2025**

**Effective Date: 17th December 2025**

**Next Review Date: December 2026**

### **Policy Statement:**

Inspire Neurodiversity and Wellbeing CIC is committed to protecting the personal data of our service users, staff, volunteers, and partners in accordance with the General Data Protection Regulation (GDPR) and relevant UK data protection laws.

### **Purpose:**

To ensure that all personal data is processed lawfully, fairly, and transparently, and that individuals' rights are respected. This policy outlines our commitment to data protection principles and sets out the responsibilities for compliance.

### Principles:

- **Lawfulness, Fairness and Transparency:** Processing data only when legally permitted and with clear communication to individuals.
- **Purpose Limitation:** Collecting data for specified, explicit and legitimate purposes.
- **Data Minimisation:** Collecting only data that is adequate, relevant and necessary.
- **Accuracy:** Ensuring data is accurate and kept up to date.
- **Storage Limitation:** Storing data for no longer than necessary.
- **Integrity and Confidentiality:** Protecting data against unauthorised or unlawful processing, loss, destruction or damage.
- **Accountability:** Demonstrating compliance with the above principles.

### Responsibilities:

- **Data Protection Officer (DPO):** Overseeing data protection strategy and compliance.
- **All Personnel:** Understanding and adhering to data protection procedures in their daily work.

### Implementation:

- **Data Protection Impact Assessments (DPIAs):** Conducting assessments for high-risk processing activities.
- **Consent Management:** Implementing clear processes for obtaining and managing consent.
- **Data Subject Rights:** Establishing procedures to handle requests for access, rectification, erasure, etc.
- **Breach Notification:** Having a clear protocol for reporting and responding to data breaches.

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**Review:**

This policy and its effectiveness will be reviewed annually or more frequently if required by changes in legislation, operational activities or following significant incidents to ensure its continued relevance and adequacy.

**Reviewed and Signed by the Board of Directors**

**Date of Review: 17th December 2025**

**Next Review Date: December 2026**