



## GDPR Policy

### 1. Introduction

The Special Lioness is committed to protecting and respecting the privacy of all individuals who interact with us. This policy outlines how we collect, use, store, and protect personal data in compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

### 2. Data Controller

The Special Lioness is the data controller responsible for the personal data we collect and process. For any queries or concerns regarding this policy or data protection matters, please contact our Data Protection Officer, Justine Miller.

### 3. Data Collection

We collect personal data through various channels, including but not limited to:

- Donations
- Membership sign-ups
- Volunteering applications
- Event registrations
- Communications (e.g., emails, phone calls)

The types of personal data we may collect include:

- Name
- Contact details (address, phone number, email)
- Date of birth
- Health information (where relevant to volunteering activities)

### 4. Use of Personal Data

We use personal data for the following purposes:

- To process donations and manage donor relationships
- To manage membership and volunteering activities
- To communicate with supporters and respond to enquiries
- To organize and manage events
- To comply with legal obligations and regulatory requirements



## **5. Data Sharing**

We will not share personal data with third parties unless:

- We have explicit consent from the individual
- It is necessary for the performance of a contract
- It is required by law or regulatory authorities
- It is necessary to protect the vital interests of an individual

## **6. Data Security**

We take the security of personal data seriously and have implemented appropriate technical and organisational measures to protect it from unauthorised access, alteration, disclosure, or destruction. These measures include:

- Secure storage systems
- Access controls
- Regular security audits
- Staff training on data protection principles

## **7. Data Retention**

We retain personal data only for as long as necessary to fulfil the purposes for which it was collected and in accordance with legal and regulatory requirements. When personal data is no longer needed, we will securely delete or anonymise it.

## **8. Rights of Individuals**

Under GDPR, individuals have the following rights regarding their personal data:

- The right to access
- The right to rectification
- The right to erasure (the "right to be forgotten")
- The right to restrict processing
- The right to data portability
- The right to object
- The right not to be subject to automated decision-making, including profiling

To exercise any of these rights, individuals can contact our Data Protection Officer at [Justine@thespeciallioness.com](mailto:Justine@thespeciallioness.com).



## **9. Policy Review**

We will review and update this policy annually to ensure it remains compliant with data protection laws and reflects our current data processing practices.

## **10. Contact Information**

For any questions or concerns about this policy or how we handle personal data, please contact our Data Protection Officer at:

Justine Miller  
The Special Lioness  
4 Baird Close  
Washington  
Tyne & Wear  
NE37 3HL

[Justine@thespeciallioness.com](mailto:Justine@thespeciallioness.com)