

GDPR & DATA PROTECTION POLICY

UK GDPR and Data Protection Act 2018 compliance

Amani Ridge CIC · Company No. 17322884 · 146 Glengall Road, London SE15 6RR

1. Purpose and Scope

Amani Ridge CIC is committed to processing personal data lawfully, fairly and transparently, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This policy applies to all personal data processed by Amani Ridge CIC, including data relating to service users, staff, volunteers, subcontractors, board members and other stakeholders.

2. Data Protection Principles

- Lawfulness, fairness and transparency in all processing.
- Data collected for specified, explicit and legitimate purposes only.
- Data minimisation — only what is necessary is collected.
- Accuracy — personal data is kept accurate and up to date.
- Storage limitation — data is not kept longer than necessary.
- Integrity and confidentiality — appropriate security measures are applied.
- Accountability — we can demonstrate compliance with the above.

3. Lawful Basis for Processing

Amani Ridge CIC identifies and documents a lawful basis (consent, contract, legal obligation, vital interests, public task, or legitimate interests) before processing any personal data, and records this in our data processing register.

4. Data Subject Rights

We uphold individuals' rights to access, rectify, erase, restrict processing of, and port their personal data, and to object to processing based on legitimate interests. Requests are responded to within one calendar month.

5. Data Security

- Access to personal data is restricted to those who need it to perform their role.
- Data is stored on secure, access-controlled systems, with encryption in transit where applicable.
- Physical records are stored securely and disposed of confidentially.
- Staff and subcontractors receive data protection guidance appropriate to their role.

6. Data Sharing and Third Parties

Amani Ridge CIC only shares personal data with third parties (including subcontractors and delivery partners) where there is a lawful basis, a data sharing agreement is in place, and data minimisation

principles are applied.

7. Data Breaches

Any suspected data breach is reported immediately to the designated data protection lead within Amani Ridge CIC, assessed for risk, and reported to the Information Commissioner's Office (ICO) within 72 hours where required by law.

8. Retention

Amani Ridge CIC retains personal data only as long as necessary for the purpose it was collected, in line with a documented retention schedule, after which it is securely deleted or anonymised.

This policy is reviewed annually by the board/director and is available to staff, subcontractors and, on request, to funders and commissioners.

Approved by: Abiola Oluyomi Date: 23/08/2026. Review due: 08/2027