Sean Bailey Wellness CIC GDPR Version 0.4

GENERAL DATA PROTECTION REGULATION POLICY

STATEMENT OF GENERAL POLICY

Sean Bailey Wellness CIC recognizes the importance of data protection and privacy for individuals within the scope of the General Data Protection Regulation (GDPR). This policy outlines our commitment to ensuring the lawful and transparent processing of personal data and our responsibilities under the GDPR.

MANAGEMENT ORGANISATION AND ARRANGEMENTS

Introduction

This policy has been prepared and published under the requirements of Sean Bailey Wellness CIC. This policy applies to all employees, volunteers, contractors, and third parties who process personal data on behalf of Sean Bailey Wellness CIC. It covers all personal data, regardless of the format or medium in which it is stored.

MANAGEMENT RESPONSIBILITIES

Directors

The Directors have overall responsibility for the implementation of the Company's policy. In particular they are responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

GUIDELINES

Sean Bailey Wellness CIC is committed to upholding the principles of data protection as outlined in the GDPR. Personal data shall be:

- Processed lawfully, fairly, and transparently.
- Collected for specified, explicit, and legitimate purposes and not further processed in a manner incompatible with those purposes.
- Adequate, relevant, and limited to what is necessary for the purposes for which it is processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed.
- Processed in a manner that ensures appropriate security of personal data.

OUR COMMITMENT

Sean Bailey Wellness CIC will only process personal data for the purposes for which it was collected. This may include, but is not limited to, the processing of data for employee management, service delivery, marketing, and fundraising. We will ensure that it has a legal basis for processing personal data, such as consent, contractual necessity, legal obligation, vital interests, public task, or legitimate interests.

DATA SUBJECTS RIGHTS

Data subjects have rights under the GDPR, and the Company is committed to facilitating the exercise of these rights. Data subjects have the right to:

- Access their personal data.
- Rectify inaccurate or incomplete personal data.
- Erase personal data in certain circumstances.
- Restrict processing in certain circumstances.
- Object to processing in certain circumstances.
- Data portability in certain circumstances.
- Withdraw consent where consent is the legal basis for processing.

DATA SECURITY

Sean Bailey Wellness CIC will implement appropriate technical and organizational measures to ensure a level of security appropriate to the risk, including the pseudonymization and encryption of personal data where applicable. Employees, volunteers, and third parties handling personal data will receive training on data protection and be bound by confidentiality obligations.

BREACH NOTIFICATION

In the event of a personal data breach, the Company will assess the risk to individuals and, if required, report the breach to the Information Commissioner's Office (ICO) and affected data subjects within the required timeframe.

TRAINING AND ACCESSIBILITY

We will inform all employees that a GDPR policy is in operation and that they are obligated to comply with its requirements.

The policy will also be drawn to the attention of funding agencies, stakeholders, service users, customers, learners, and job applicants.

DATA PROTECTION OFFICER (DPO)

Sean Bailey Wellness CIC has appointed a Data Protection Officer to oversee compliance with this policy and data protection law.

The DPO can be contacted at sean@seanbaileywellness.com

Version	Policy Detail	Date	Reviewed By:
0.1*	Policy creation	19/12/2022	Sean Bailey, Krishnan Patel
0.2	Annual policy review	19/12/2023	Sean Bailey, Krishnan Patel

0.3	Annual policy review	19/12/2024	Sean Bailey, Krishnan Patel
0.4	Annual policy review	05/01/2026	Sean Bailey, Krishnan Patel

*states current version