



Privacy Policy

Title	Privacy Policy
Date of update	30/08/2025
Date of approval	01/10/2025
Approved by	Innov8 Workshops CIO Trustees
Date of next review	August 2026

1. Contact Details

Innov8 Workshops
INTEG House
Woodlands Business Park
Rougham Industrial Estate
Bury St Edmunds
Suffolk
IP30 9ND

Telephone: 07442 860088

Email: info@innov8workshops.com

Our appointed **Data Protection Lead is Daniela Symons (Head of Provision)**. She can be contacted directly at daniela@innov8workshops.com regarding any data protection queries.

2. The Type of Personal Information We Collect

We collect and process personal data only where it is necessary and proportionate to deliver our charitable purposes, comply with legal obligations, and protect the welfare of students. The types of information we may collect include:

- Personal identifiers and contact details (such as name, address, telephone number, and email address).
- Student details including school name, date of birth, and relevant emergency contact information.
- Information relating to special educational needs, safeguarding concerns, or medical conditions to ensure student safety and wellbeing.
- Donor and supporter information, including contact details, donation history, banking/payment details, and information in the public domain relevant to due diligence and fundraising.



- Staff, volunteer, and trustee information, including references, employment records, training records, and enhanced DBS/barred list checks.

We ensure that sensitive or special category data (for example, health information or safeguarding records) is only processed where strictly necessary and in line with safeguarding and data protection legislation.

3. How We Collect Personal Information and Why We Use It

Most personal information is provided directly by individuals, schools, referrers, or donors. We collect and use this information for the following purposes:

- To provide safe and effective education and support for students.
- To identify and manage risks to the welfare of students.
- To maintain emergency contact details and health-related information.
- To manage staff, trustee, and volunteer recruitment, training, and supervision.
- To administer donations, process Gift Aid claims, and comply with fundraising regulations.
- To comply with safeguarding requirements, legal duties, and financial reporting obligations.
- To improve our services and fulfil the aims of Innov8 Workshops.

We may share relevant information with schools, social care services, health professionals, law enforcement, or other safeguarding agencies where it is necessary to protect children or meet statutory obligations. Any data sharing is done securely and in line with the principles of UK GDPR.

The lawful bases we rely on under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 include:

- Consent (Article 6(1)(a)) – e.g. for use of student photographs or fundraising communications.
- Contract (Article 6(1)(b)) – e.g. to deliver services agreed with schools or funders.
- Legal obligation (Article 6(1)(c)) – e.g. to meet safeguarding, health & safety, or employment laws.
- Vital interests (Article 6(1)(d)) – e.g. to protect someone's life in an emergency.
- Legitimate interests (Article 6(1)(f)) – e.g. for internal administration, reporting, and donor stewardship.

4. Storage and Retention of Personal Information



All personal data is held securely in accordance with UK GDPR principles. Access is restricted to authorised staff and trustees only.

- Electronic records are stored in password-protected systems hosted on secure Microsoft cloud services.
- Paper records are minimised, scanned where possible, and securely destroyed through shredding once uploaded.
- Student records are retained for a period of seven years after the student leaves Innov8 Workshops, unless a longer period is required by law (e.g. safeguarding concerns).
- Donor records are retained for as long as necessary to meet fundraising, financial reporting, and Gift Aid requirements.
- Employment and trustee records are retained in accordance with employment law, charity law, and safeguarding guidance.

Retention periods are regularly reviewed, and data is permanently deleted or securely destroyed when no longer required.

5. Your Rights Under Data Protection Law

You have rights under UK data protection law. These include:

- The right of access – to request copies of your personal data.
- The right to rectification – to correct inaccurate or incomplete data.
- The right to erasure – to request deletion of your personal data where lawful.
- The right to restrict processing – to limit how we use your information.
- The right to object – to stop processing in certain cases (e.g. fundraising communications).
- The right to data portability – to request transfer of your data to another service provider.

Requests are free of charge and must be responded to within one month. To exercise your rights, please contact daniela@innov8workshops.com.

6. Complaints

If you have any concerns about how we handle your personal information, you may raise them with our Data Protection Lead, Daniela Symons, at daniela@innov8workshops.com.

If you are not satisfied with our response, you also have the right to lodge a complaint with the Information Commissioner's Office (ICO):



Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
ICO Helpline: 0303 123 1113
Website: www.ico.org.uk

Signed

Date: 30/08/2025

Review date: 30/08/2026

Phil Shelley

Chair of Trustees

innov8 Workshops CIO