

**BRIDGING THE GAP MENTORING /
BRIDGING THE GAP ISLINGTON**

DATA PROTECTION POLICY 2021

1. General principles

Bridging the Gap Mentoring recognises that any user of our services, whether an individual or an organisation, has the right to expect that any information imparted by them to Bridging the Gap Mentoring will be used only for the purpose for which it is given and should not be released to anyone else outside Bridging the Gap Mentoring without the user's consent.

The right to privacy is essential to ensure trust and confidence in the organisation and that users of our service are treated with respect and dignity. Information about the internal affairs of Bridging the Gap Mentoring is also confidential.

Bridging the Gap Mentoring follows the eight principles of the General Data Protection Regulations as listed below: The principles specify that any data collected about our staff, volunteers or clients must be:

- a. Fair and lawful and transparent
- b. For specific purposes and only processed in ways compatible with those purposes
- c. Adequate, relevant and limited to what is necessary
- d. Accurate and
- e. Can be corrected or deleted according to the legal rights of data subjects
- f. Retained for no longer than necessary.
- g. Kept safely and protected from unauthorised alteration
- h. processed in accordance with UK regulations

2. The information we hold

Bridging the Gap Mentoring stores information about

- Service users
- Mentors

- Members
- Staff
- Donors
- Referring agencies

3. Basis for processing

Our lawful basis for processing is our legitimate interest. The information is needed in order to arrange mentoring, to ensure that mentoring is safe and effective. We only keep the minimum amount of data necessary and use the data in ways that the subjects would expect.

Wherever practical, we ask consent for the use of data.

We keep special category data with consent in order to assess whether our services are useful to a wide range of people. When we ask for this data, subjects are clearly given the option of deciding not to provide it.

We keep information about criminal offences for our legitimate purposes in ensuring safe and effective mentoring. We have a lawful basis for asking for and keeping this information because we work with vulnerable adults.

4. Privacy Notice

When we ask for information, we provide a clear, short privacy notice describing the legal basis for our processing (Appendix A) and we also provide access to a more detailed data protection policy on our website.

5. Data Retention

In general, we keep information about an individual for two years following our last contact with them. The exceptions are:

We only keep information for six months after last contact for applicants who do not complete the application process or who do not become mentors or staff.

For mentoring partnerships, we keep all information (including information on mentor and service user) for 5 7 years after the end of mentoring and we keep basic information (names and summary information) for 10 years after the end of mentoring

Financial information will be kept for 7 years as required by the Inland Revenue.

6. Correcting and deleting data

We will be able to comply with the GDPR requirements to

- Provide copies of information we hold to the subject of the information
- Correct any errors
- Erase information at the request of the subject (provided it is not needed for legal reasons)

7. Protecting Data

Our records are kept in computer files on “Dropbox” and we believe that their security measures are adequate. All staff accessing our computer records are required to have password protection on their computers.

Paper records are kept in a locked filing drawer in premises that are locked when not occupied.

8. International transfers

Our computer files are stored in Dropbox which is based in the United States. We believe that their service provides adequate protection for our data.

We do not otherwise transfer information outside the United Kingdom.

9. Data controller

Our data controller is our Co-ordinator, Robin Latimer. 33 Tollington Way, London N7 6RG Telephone 07956440309

Email robin@bridging-mentoring.org.uk

Approved: 6/12/21

To be reviewed: 12/23

Version 2

Appendix A

Privacy Notice

We ask for your information to meet our legitimate purpose of arranging mentoring partnerships. We keep the minimum necessary information for this purpose. We delete information two years after our last contact with you, except in certain circumstances. You have the right to see and to ask us to correct any information we hold about you. You can withdraw your consent for us to hold information about you. If you wish to do this, please contact Robin Latimer (robin@bridging-Mentoring.org.uk) who is our data controller. We keep data on Dropbox which is based in the United States. We believe that Dropbox provides adequate protection for your data.

For more detail on how your information is treated, please see our data protection policy ([link to policy](#))

If you are unhappy with the way we have handled information about you, you have the right to complain to the Information Commissioners Office.