

Privacy Notice and GDPR Policy

Policy Management	
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Date of Last Review: <i>July 2025</i>	
Date of Next Review: <i>July 2026</i>	
Responsibility: <i>Manager, Bee-Able CIC</i>	Name: <i>Sharon Senior</i>
Signed:	Date:

1. Purpose

This policy explains how we collect, store, and use personal information safely, in line with UK GDPR and the Data Protection Act 2018.

2. What Information We Collect

We may collect:

- Names, addresses, and contact information
- Health and support needs
- Emergency contacts
- Consent forms and preferences
- Notes from sessions (where appropriate)

We only collect what we need to provide our service safely and effectively.

3. Why We Collect It

We use this information to:

- Deliver appropriate support



- Communicate with families
- Keep individuals safe
- Meet our legal obligations (e.g. safeguarding, insurance)

4. How We Store It

- Paper records are stored in locked filing cabinets
- Digital records are password-protected and backed up securely
- Access is restricted to staff who need the information

5. Sharing Information

We may share information:

- With relevant professionals (e.g. health, education, safeguarding)
- If required by law
- With consent from the service user or their representative

We will not sell or pass on your data for marketing.

6. Your Rights

Service users (or their representatives) have the right to:

- Ask for a copy of their data
- Correct inaccurate information
- Withdraw consent
- Ask for deletion (unless we are legally required to keep it)

7. How Long We Keep It

We follow our data retention schedule and delete or securely destroy records once they are no longer needed.



8. Contacts and Complaints

Questions or concerns should be directed to the Manager.

If you are not satisfied, you can contact the Information Commissioner's Office (ICO).

9. Monitoring and Review

We will review our practices regularly and this policy every year to make sure it stays relevant and effective.