

BWB The Collective CIC

Data Protection Policy

Our Commitment

We protect personal information with care, transparency and in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

What Data We Collect

We may collect basic personal information such as:

- name, contact details
- registration or booking details
- attendance information
- feedback forms
- photographs (with consent)

We only ask for what we genuinely need to deliver our services safely and effectively.

How We Use Your Data

We use your information to:

- deliver our community services
- communicate with you
- manage bookings and sessions
- meet safeguarding and legal obligations
- improve our work

We do not sell or share your data with third parties for marketing.

Storing Your Data

- Paperwork is kept in a locked cabinet in a locked office
 - Digital files are password-protected and stored securely
 - Information is kept for three years, unless legally required to retain for longer
 - After this, it is securely destroyed
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Your Rights

You have the right to:

- know what information we hold
- request access, correction or deletion
- withdraw consent
- ask us to limit how your data is used

To request this, email info@bwbthecollective.co.uk

Room Hirers & External Practitioners

If you attend a session run by a room hirer, the practitioner is responsible for their own data protection practices.

We only manage data directly provided to the CIC.

Data Breaches

If your data is ever compromised, we will:

- investigate immediately
 - inform you if there is a risk to your rights
 - report to the ICO where required
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Review

This policy is reviewed every May by the Directors.

Last reviewed: 24/11/2025

Signed: Senior Director – Bianca d'Araujo