



# **TLP | THE LISTENING PROJECT CIC DATA PROTECTION POLICY 2025**



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## **DATA PROTECTION POLICY 2025**

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## DATA PROTECTION POLICY 2025

### 1. Introduction

- This policy outlines how [Name of CIC] ("we," "us," or "our") handles personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.
- We are committed to protecting the privacy and security of personal data.

### 2. Principles of Data Protection

We adhere to the following principles:

- **Lawfulness**, fairness, and transparency: We process data lawfully, fairly, and in a transparent manner.
- Purpose limitation: We collect data for specified, explicit, and legitimate purposes.
- **Data minimisation**: We collect only the data necessary for our purposes.
- **Accuracy**: We keep data accurate and up to date.
- **Storage limitation**: We retain data only for as long as necessary.
- **Integrity and confidentiality**: We protect data against unauthorized or unlawful processing, loss, destruction, or damage.

### 3. Types of Personal Data Collected

- Basic Contact information | Workshop/Activity Preferences | Offered Health Information
- Mobile Apps | Website forms | Event registrations



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### **4. Lawful Basis for Processing**

We process personal data on the following lawful bases:

- Consent
- Contractual obligation
- Legal obligation
- Vital interests
- Public task
- Legitimate interests

### **5. How We Use Personal Data**

- To tailor specific subject sensitive and participant focused provision of services, send newsletters, manage events
- In the development of future TLP programming and service delivery

### **6. Data Sharing**

- Safeguarding and Criminal requests from officially recognised bodies will be adhered to
- Service improvement for TLP, NHS and LCP + Corporate and Funding Partners
- Full Safeguarding, Data Protection, Compliance and Customer Care Policies are in place secured with NordShark Meshnet Virtual Private Network Digital, 2FA and Meta encryption coverage for all communications on related platforms.



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### 7. Data Security

- We implement appropriate technical and organizational measures to protect personal data.
- Full Safeguarding, Data Protection, Compliance and Customer Care Policies are in place secured with NordShark Meshnet Virtual Private Network Digital, 2FA and Meta encryption coverage.

### 8. Data Retention

- We retain personal data only for as long as necessary for the purposes for which it is processed.
- All Data held by TLP is encrypted and stored on EXT HDD Devices in secure off site locations

### 9. Individual Rights

Individuals have the following rights:

- Right to access
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to data portability
- Right to object
- Rights related to automated decision making and profiling.
- Right to complain to the ICO.



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### **10. Contact Information**

- DPR @ TLP. 15 Fern Valley. Crook. County Durham. DL15 9PZ 07516673844 [allears@listeningproject.uk](mailto:allears@listeningproject.uk)

### **11. Review and Updates**

- This policy will be reviewed and updated regularly.