

ACTIVE UP C.I.C

Data Protection Policy

For

Name of Organisation	ACTIVE UP C.I.C
Contact Person	Helena Duignan
Date	7 th February 2026

ACTIVE UP C.I.C

Active Up C.I.C. is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, store, and protect your personal data, your rights regarding your data, and the procedures we have in place to safeguard your information.

Definitions

Community Interest Company	ACTIVE UP C.I.C.
GDRP	General Data Protection Regulation
Responsible Person	Helena Duignan
Register of System	A register of all systems or contexts in which personal data is processed by ACTIVE UP C.I.C.

1. Data protection principles

ACTIVE UP C.I.C. is committed to processing data in accordance with its responsibilities under the GDPR.

Article 5 of the GDPR requires that personal data shall be:

- a. Processed lawfully, fairly and in a transparent manner in relation to individuals
- b. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes
- c. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- d. Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate or out of date, having regard to the purposes for which they are processed, are erased or rectified without delay
- e. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f. Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

2. General provisions

- a. This policy applies to all personal data processed by ACTIVE UP C.I.C.
- b. The Responsible Person shall take responsibility for the ACTIVE UP C.I.C ongoing compliance with this policy.
- c. This policy shall be reviewed at least annually.

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3. Lawful, fair and transparent processing

- a. To ensure its processing of data is lawful, fair and transparent, ACTIVE UP C.I.C. shall maintain a Register of Systems
- b. The Register of Systems shall be reviewed at least annually
- c. Individuals have the right to access their personal data and any such requests made to the ACTIVE UP C.I.C. shall be dealt with in a timely manner

4. Lawful purpose

- a. All data processed by the ACTIVE UP C.I.C. must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests ([see ICO guidance for more information](#))
- b. ACTIVE UP C.I.C. shall note the appropriate lawful basis in the Register of Systems
- c. Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data
- d. Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent should be clearly available and systems should be in place to ensure such revocation is reflected accurately in ACTIVE UP C.I.C. systems
- e. Children's personal data
Where ACTIVE UP C.I.C. processes the personal data of children, it shall apply additional safeguards and ensure that privacy information is provided in clear, age-appropriate language. Where consent is relied upon as the lawful basis for processing a child's personal data, ACTIVE UP C.I.C. shall consider whether the child is able to provide informed consent, or whether consent should instead be obtained from a person with parental responsibility. Where ACTIVE UP C.I.C. offers an online service directly to a child and relies on consent as the lawful basis, consent will be obtained from a person with parental responsibility for children under 13, and reasonable efforts will be made to verify that authority.

5. Data minimisation

- a. ACTIVE UP C.I.C. shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed

6. Accuracy

- a. ACTIVE UP C.I.C. shall take reasonable steps to ensure personal data is accurate.
- b. Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date

7. Archiving/removal

- a. To ensure that personal data is kept for no longer than necessary, ACTIVE UP C.I.C. shall put in place an archiving policy for each area in which personal data is processed and review this process annually
- b. The archiving policy shall consider what data should/must be retained, for how long, and why

8. Security

- a. ACTIVE UP C.I.C. shall ensure that personal data is stored securely
- b. Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information
- c. When personal data is deleted this should be done safely such that the data is irrecoverable

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9. Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, ACTIVE UP C.I.C. shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO ([more information on the ICO website](#)).