

GDPR Policy

This document outlines the General Data Protection Regulation (GDPR) policy for ACM CIC. It serves to inform stakeholders about how personal data is collected, processed, stored, and protected in compliance with GDPR. The aim is to ensure transparency, accountability, and the safeguarding of individuals' rights regarding their personal data.

1. Introduction

ACM CIC is committed to protecting the privacy and security of personal data. This policy applies to all employees, contractors, and third-party service providers who handle personal data on behalf of the organisation.

2. Scope

This policy applies to all personal data collected, processed, and stored by ACM CIC, including but not limited to:

- Stall holder information
- Volunteer details
- Medical information
- Any other personal data related to the services provided

3. Data Collection

Personal data will be collected only for specific, legitimate purposes related to the services offered. The types of data collected may include:

- Names
- Contact information
- Social Media information
- Images of products
- Copies of certificates
- Medical Information
- Log of events attended
- Notes on type of stall, stall size, safety information

4. Legal Basis for Processing

ACM CIC will process personal data based on one or more of the following legal bases:

- Consent: The individual has given clear consent for the processing of their personal data for a specific purpose.
- Contract: Processing is necessary for the performance of a contract with the individual.
- Legal Obligation: Processing is necessary for compliance with a legal obligation.

- Legitimate Interests: Processing is necessary for the purposes of legitimate interests pursued by the organisation or a third party.

5. Data Storage and Security

Personal data will be stored securely using appropriate technical and organisational measures to protect against unauthorised access, loss, or destruction. Data will be retained only for as long as necessary to fulfil the purposes for which it was collected, in accordance with legal requirements.

If data is received that is not required, ACM CIC will not keep it.

- If received by email, the email will be deleted
- If received via our website, it will be moved to trash and then permanently deleted. If a file is downloaded to a hard drive or the cloud, this will also be deleted

6. Data Subject Rights

Individuals have the following rights under GDPR:

- Right to access: Individuals can request access to their personal data.
- Right to rectification: Individuals can request correction of inaccurate personal data.
- Right to erasure: Individuals can request deletion of their personal data.
- Right to restrict processing: Individuals can request limitation of processing their personal data.
- Right to data portability: Individuals can request transfer of their personal data to another organisation.
- Right to object: Individuals can object to the processing of their personal data.

7. Data Breach Notification

In the event of a data breach, ACM CIC will follow the necessary procedures to notify the relevant authorities and affected individuals in accordance with GDPR requirements.

8. Training and Awareness

All employees and contractors will receive training on GDPR and data protection principles to ensure compliance and promote a culture of data protection within the organisation.

9. Review and Updates

This GDPR policy will be reviewed regularly and updated as necessary to ensure ongoing compliance with legal requirements and best practices in data protection.

10. Contact Information

For any questions or concerns regarding this GDPR policy, individuals can contact the Data Protection Officer at:

- Email: acmnuneaton@gmail.com

This policy is effective as of April 2026 and will be reviewed annually.