

Recycle-IT! (Bolton) CIC – Data Protection & Confidentiality Policy

Purpose

This policy ensures that all staff and volunteers at Recycle-IT! (Bolton) CIC understand their responsibilities under UK Data Protection law and the importance of safeguarding personal and confidential information.

Scope

Applies to all personal data handled by Recycle-IT!, including information about employees, volunteers, donors, customers, and service users—whether digital, paper-based, or recorded.

1. Data Protection Principles

Recycle-IT! complies with the UK GDPR and Data Protection Act 2018. All personal data must be:

1. Processed lawfully, fairly, and transparently
 2. Collected for specified, legitimate purposes
 3. Adequate, relevant, and limited to what is necessary
 4. Accurate and kept up to date
 5. Stored only as long as necessary
 6. Protected against unauthorised access, loss, or damage
 7. Processed in line with individuals' rights
 8. Not transferred outside the UK/EEA without adequate safeguards
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2. Rights of Individuals (Data Subjects)

Individuals have the right to:

- Access their personal data
 - Request correction or deletion of inaccurate data
 - Object to processing causing distress
 - Restrict or withdraw consent
 - Complain to the Information Commissioner's Office (ICO)
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3. Responsibilities of Staff and Volunteers

All staff must:

- Only use data for authorised purposes
- Protect data from unauthorised access or disclosure
- Follow Recycle-IT!'s data handling and security procedures
- Report any suspected data breaches immediately to the Director

Remember: "If in doubt – don't give it out."

Misuse or unauthorised disclosure of data may lead to disciplinary action or prosecution.

4. Confidentiality Commitment

All personnel must:

- Treat all Recycle-IT! information as confidential
- Not disclose information to unauthorised parties
- Not use information for personal gain or outside work purposes
This obligation continues after leaving the organisation.

5. Enforcement and Penalties

Breaches of data protection or confidentiality may result in disciplinary action, civil proceedings, fines, or imprisonment under the Data Protection Act 2018.

Contact for Data Protection Issues

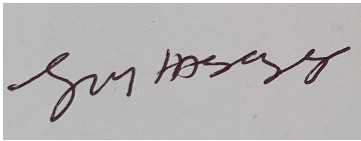
John Hastings – Director

☎ 07871 737875 ✉ info@recycle-it.org.uk

Reviewed: 30 September 2025

Next Review: September 2026

Signed: John Hastings, CEO/Founder

A handwritten signature in dark ink, appearing to read 'John Hastings', is shown on a light-colored rectangular background.