

GDPR and Data Protection Policy

This GDPR and Data Protection Policy outlines the responsibilities and procedures for ensuring compliance with the General Data Protection Regulation (GDPR) within Food for All (Cornwall) CIC. The policy is designed to protect the privacy and rights of individuals whose data is processed by the organisation, including staff, volunteers, and service users.

1. Roles and Responsibilities

- The Safeguarding Lead (currently Petra Rakoczi) is responsible for overseeing data protection compliance.
- All staff and volunteers must adhere to GDPR principles and report any concerns to the Safeguarding Lead.
- External partners must be vetted for GDPR compliance before any data sharing occurs.

2. Data Handling Principles

- Personal data must be processed lawfully, fairly, and transparently.
- Data must be collected for specified, explicit, and legitimate purposes.
- Data must be accurate and kept up to date.
- Data must be stored securely and only for as long as necessary.

3. Consent and Confidentiality

- Explicit consent must be obtained before sharing personal data with third parties.
- Confidential information must not be disclosed to volunteers or external parties without consent.
- Any breach of confidentiality must be reported immediately to the Safeguarding Lead.

4. Breach Reporting and Investigation

- All suspected data breaches must be reported to the Safeguarding Lead.
- The Safeguarding Lead will initiate an internal investigation and liaise with external agencies if necessary.
- Breaches will be documented and corrective actions taken to prevent recurrence.

5. Policy Review

This policy will be reviewed annually or in response to significant changes in legislation or

organisational practices.