



Mana Charity Data Protection and GDPR

Our Data Protection Statement

Mana Charity is committed to protecting the privacy, confidentiality and security of all personal data collected from participants, carers, volunteers and partner organisations across all its wellbeing programmes. This policy ensures compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy applies to all personal data collected, stored or processed by Mana Charity in connection with any programme, including participant information, carer contact details, volunteer records and partner organisation data.

Data Principles

Mana Charity will ensure that all personal data:

1. **Lawfulness, fairness and transparency** - Processed lawfully and openly; participants and carers are fully informed about how data is used.
2. **Purpose limitation** – Collected only for specific, legitimate purposes related to programme delivery, monitoring, safeguarding and reporting.



3. **Data minimisation** – Only data necessary for delivery, evaluation and safeguarding of programmes is collected.
4. **Accuracy** – Data is kept accurate, up-to-date and corrected promptly if errors are identified.
5. **Storage limitation** – Personal data is retained only as long as necessary for programme delivery and evaluation, after which it is anonymised or securely deleted.
6. **Integrity and confidentiality** – Data is stored securely, with restricted access to authorised staff only.

Roles and Responsibilities

- **Data Controller:** Mana Charity acts as the data controller for personal data collected directly from participants, carers and volunteers.
- **Partner Organisations:** Remain data controllers for their own records until consent is provided for referral or sharing of information with Mana Charity.



- **Staff and Volunteers:** Must comply with this policy and attend data protection and confidentiality training.

Data Collection and Consent

- Participants and/or carers are provided with clear, accessible information about the programme and how their data will be used.
- Explicit consent is obtained before any personal data is collected, processed or shared.
- Referrals from partner organisations (e.g. GPs or local services) require confirmation of participant consent before information is transferred.

Data Security Measures

- All electronic data is stored in encrypted, password-protected files.
- Paper records are kept in locked cabinets with restricted access.
- Only authorised staff have access to identifiable data.



- Regular audits ensure data is processed and stored securely.

Data Sharing

- Personal data is not shared with third parties without explicit consent.
- Anonymised data may be shared with funders, partners or reporting bodies to demonstrate programme outcomes.

Participant and Carer Rights

Participants and carers have the right to:

- Access their personal data
- Request corrections or updates
- Withdraw consent for data processing at any time
- Request secure deletion of their personal data

Retention & Deletion



- Personal data is retained only for the duration necessary for programme delivery, safeguarding and evaluation.
- After use, identifiable information is securely deleted or anonymised for reporting and learning purposes.

Breach Management

- Any data breach is reported immediately to the Data Protection Officer (DPO) or senior management.
- Participants, carers and relevant authorities are notified in line with statutory requirements.

Review

This policy is reviewed annually or following any data protection incident to ensure ongoing compliance with UK GDPR and best practice.

Monitoring: This policy was last reviewed on 15th June 2025.



Signed:

Board of Trustees

A handwritten signature in black ink, appearing to read "EHyland".

Emily Hyland

A handwritten signature in black ink, appearing to read "A Stalker".

Alexandra Stalker

A handwritten signature in black ink, appearing to read "R Forster".

Rachel Forster