



General Data Protection Policy

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Created: June 2025

Next Review: June 2026

1. Introduction

The Institute for Social Value (ISV) is committed to protecting the privacy and security of personal data. This policy outlines our approach to data protection in line with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and other relevant legislation.

2. Purpose

The purpose of this policy is to ensure that ISV processes personal data lawfully, fairly, and transparently. It sets out the principles, roles, and procedures we follow to protect data and uphold individuals' rights.

3. Scope

This policy applies to all personal data held by ISV, whether in digital or paper format, and to all staff, volunteers, contractors, board members, and anyone else acting on behalf of ISV.

4. Data Protection Principles

ISV adheres to the following principles, as set out in Article 5 of the UK GDPR. Personal data must be:

1. Processed lawfully, fairly, and in a transparent manner
2. Collected for specified, explicit, and legitimate purposes
3. Adequate, relevant, and limited to what is necessary
4. Accurate and kept up to date
5. Kept in a form which permits identification of individuals for no longer than necessary
6. Processed in a manner that ensures appropriate security

ISV is also responsible for, and must be able to demonstrate, compliance with these principles.

5. Lawful Bases for Processing

We only process personal data where there is a lawful basis to do so. These include:

- Consent
- Performance of a contract
- Legal obligation
- Vital interests
- Public task
- Legitimate interests (except where overridden by the rights of the individual)

6. Individual Rights

Under the UK GDPR, individuals have the right to:

- Be informed about how their data is used
- Access their data
- Have inaccurate data corrected
- Have data erased in certain circumstances
- Restrict processing
- Object to processing
- Data portability (in some cases)
- Not be subject to automated decision-making without safeguards

We will respond to all rights requests in accordance with statutory time limits.

7. Data Collection and Use

We collect and process personal data only for specific purposes related to our work, such as:

- Managing events, communications, and membership
- Contractual and employment obligations
- Evaluation, research, and reporting
- Compliance with legal and regulatory requirements

We do not sell or share personal data with third parties for commercial purposes.

8. Data Sharing

Where data is shared with third parties, we ensure that:

- There is a lawful basis for sharing
- Appropriate safeguards are in place
- A written agreement governs the data sharing arrangement

9. Data Security

We have appropriate technical and organisational measures in place to protect personal data against unauthorised access, loss, destruction, or damage. This includes:

- Secure systems and password protection
- Access controls and staff training
- Data minimisation and secure disposal procedures

10. Data Retention

Personal data is retained only for as long as necessary for the purpose it was collected. Our Data Retention Schedule outlines the standard timeframes. After this, data is securely deleted or anonymised.

11. Data Breaches

All data breaches will be recorded and investigated. Serious breaches will be reported to the Information Commissioner's Office (ICO) within 72 hours, where required.

12. Roles and Responsibilities

Board of Directors – Has overall responsibility for ensuring ISV complies with data protection laws

Data Protection Lead – Oversees day-to-day compliance and acts as the main point of contact for data protection matters

All staff and representatives – Are responsible for handling personal data in line with this policy and any associated guidance

13. Training and Awareness

ISV provides appropriate data protection training to all relevant individuals. Ongoing support and updates are provided as needed.

14. Policy Review

This policy will be reviewed annually, or earlier if there are changes to legislation, guidance, or organisational practice.

15. Contact and Complaints

If you have any questions or concerns about how your data is used, or if you wish to make a complaint, please contact us at:

Email: info@socialvalueuk.org

Post: The Institute for Social Value, 167–169 Great Portland Street, 5th Floor, London, W1W 5PF

You can also contact the ICO at <https://ico.org.uk>.

