

Access and Storage of Information Policy and Procedure

We have an open access policy in relation to accessing information about the organisation and any of its services. This policy is subject to the laws relating to data protection and document retention.

Staff, Volunteers, Sessional Workers, Community Members and groups, Parents, Partner Organisations and other stakeholders are welcome to view the policies and procedures of the organisation which govern the way in which we operate. These may be viewed at any time when the organisation is open, simply by asking a staff member for a copy to read or by requesting a copy be sent to you by email. If there is a specific policy people would like to read or have emailed to them they can request it. There are staff on site that can help explain the any policies and procedures to help people get a better understanding.

Parents are also welcome to see and contribute to all the records that are kept on their child. However, we must adhere to data protection laws and, where relevant, any guidance from the relevant agencies for child protection.

As we hold personal information about staff, volunteers, service users including vulnerable adults and children, young people and their families, we are registered under data protection law with the Information Commissioner's Office. A copy of the certificate is available to be viewed on request or can be found on our notice board. All information is stored securely according to the requirements of data protection registration including details, permissions, certificates and photographic images. We will ensure that staff understand the need to protect the privacy of those they work with and those attending any of our provision as well as the legal requirements that exist to ensure that information relating to others is handled in a way that ensures confidentiality.

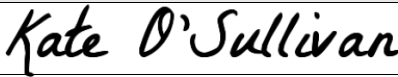

All records and documentation that are required to be kept and stored by current legislation are performed in accordance with minimum legal archiving requirements. Please refer to the record retention policy for details.

Records and documentation that are not required to be kept are deleted or destroyed in line with the current data protection laws and our Privacy Notice which can be found in the policies and procedures file that is available for anybody to view during opening hours.

If any person has a specific deletion or retention request regarding any data that we hold, they can raise a query in writing to our Community Association Manager kate@ggca.org.uk and we will respond formally to your request.

This policy will be reviewed annually and will be amended according to any change in law/legislation.

This policy was adopted on 15.05.2025 and will be reviewed on or before 15.05.2026

Name and Position	Signed	Date
Kate O'Sullivan Community Association Manager		19 / 06 / 2025
Olive Frances Vice Chair of Trustees		25 // 06 // 2025

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