

Everstead Care Group

DATA PROTECTION & GDPR POLICY

Policy Title	DATA PROTECTION AND GDPR POLICY
Organisation	Everstead Care Group Limited
Version	1.0
Date Issued	June 2026
Review Date	June 2027
Approved By	Responsible Individual / Registered Manager / Director
Applies To	All Staff, Registered Manager

1. Purpose

Everstead Care Group Limited is committed to protecting the personal data of the children in its care, their families, staff, and all others whose data it processes. This policy sets out our approach to data protection in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Data Protection Principles

All personal data processed by Everstead Care Group Limited must comply with the following principles:

- Lawfulness, fairness, and transparency: data is processed lawfully and transparently.
- Purpose limitation: data is collected for specified, explicit, and legitimate purposes.
- Data minimisation: only data that is necessary is collected and processed.
- Accuracy: data is kept accurate and up to date.
- Storage limitation: data is not kept longer than necessary.
- Integrity and confidentiality: data is kept secure against unauthorised access or loss.
- Accountability: the organisation is responsible for and can demonstrate compliance.

3. Lawful Basis for Processing

Personal data is processed on one or more of the following lawful bases:

- Legal obligation: to comply with statutory responsibilities for looked-after children.
- Vital interests: to protect a child's life or health.
- Legitimate interests: for the effective management of the home and care of children.
- Consent: where explicitly obtained (not relied upon for children's care records).

- Special category data (e.g. health, ethnicity) is processed under Article 9 UK GDPR conditions, including substantial public interest (Schedule 1, DPA 2018).

4. Data Controller and Officer

Everstead Care Group Limited is the Data Controller for all personal data it processes. The Registered Manager acts as the Data Protection lead. Where a Data Protection Officer (DPO) is required, one is appointed and their details are registered with the ICO.

5. Individual Rights

Individuals have rights under UK GDPR, including:

- Right of access (Subject Access Request): individuals may request copies of their personal data.
- Right to rectification: individuals may request inaccurate data is corrected.
- Right to erasure: in certain circumstances, individuals may request deletion of their data.
- Right to restriction of processing.
- Right to data portability (where applicable).
- Right to object to processing.

Requests are responded to within one calendar month.

6. Data Security

All personal data is kept securely:

- Paper records are stored in locked filing cabinets.
- Electronic records are protected by passwords and access controls.
- Portable devices are encrypted.
- Personal data is not shared outside the organisation without legal authority or explicit consent.

7. Data Sharing

Personal data is shared with other agencies (e.g. placing local authority, health services, Police) only where there is a lawful basis to do so, including to protect the welfare of a child. The organisation complies with Information Sharing: Advice for Practitioners (2018).

8. Data Retention

Personal data is retained for the periods set out in the organisation's Data Retention Schedule, which complies with statutory requirements. Children's records are retained until the child is 25 years old (or 75 years for certain records relating to child protection).

9. Data Breaches

Any data breach (actual or suspected) is reported to the Registered Manager immediately. Where a breach is likely to result in a risk to individuals' rights and freedoms, it will be reported to the Information Commissioner's Office (ICO) within 72 hours.

10. Training

All staff receive data protection training on induction and annual refreshers.

11. Review

This policy is reviewed annually or following any data breach or change in legislation.