

## The Goodwill Revolution: GDPR Policy

### 1. Introduction

The Goodwill Revolution (TGR) is committed to protecting the privacy and security of personal data. This GDPR policy outlines how we collect, use, store, and protect personal information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

### 2. Data Controller

The Goodwill Revolution is the data controller for the personal information we process.

### 3. Principles of Data Processing

We will process personal data in accordance with the following GDPR principles:

- **Lawfulness, fairness, and transparency:** We will process data lawfully, fairly, and transparently.
- **Purpose limitation:** We will collect data for specified, explicit, and legitimate purposes.
- **Data minimisation:** We will collect only the data necessary for our purposes.
- **Accuracy:** We will keep data accurate and up to date.
- **Storage limitation:** We will store data only for as long as necessary.
- **Integrity and confidentiality:** We will protect data against unauthorised or unlawful processing, loss, destruction, or damage.

### 4. Types of Personal Data Collected

We may collect the following types of personal data:

- Referrer contact information (name, email address, organisation).
- Area of residence of beneficiaries (for eligibility purposes).
- Email addresses of subscribers to our mailing list.
- Any other information voluntarily provided to us.

### 5. Lawful Basis for Processing

We will process personal data based on one or more of the following lawful bases:

- **Consent:** Where you have given us explicit consent to process your data (e.g., subscribing to our mailing list).
- **Legitimate interests:** When processing is necessary for our legitimate interests (e.g., communicating with referrers), provided that your rights and freedoms are not overridden.
- **Legal obligation:** When processing is necessary to comply with a legal obligation.

### 6. Data Retention

We will retain personal data only for as long as necessary for the purposes for which it was collected.

- Referrer data will be retained for the duration of the working relationship, and for a reasonable period after for record keeping purposes.
- Mailing list data will be retained until you unsubscribe.
- Any data relating to a referral will be kept for a period of 7 years, for auditing purposes.

## 7. Data Security

We will implement appropriate technical and organisational measures to protect personal data against unauthorised access, disclosure, alteration, or destruction.

- We will use secure data storage systems.
- Access to personal data will be restricted to authorised personnel.
- We will regularly review and update our security measures.

## 8. Data Sharing

We will not share personal data with third parties unless:

- We have your consent.
- We are required to do so by law.
- It is necessary to complete a request given by a referrer.

## 9. Your Rights

You have the following rights regarding your personal data:

- **Right to access:** You can request a copy of the data we hold about you.
- **Right to rectification:** You can request that we correct any inaccurate data.
- **Right to erasure:** You can request that we delete your data (in certain circumstances).
- **Right to restrict processing:** You can request that we restrict the processing of your data.
- **Right to data portability:** You can request that we transfer your data to another organisation.
- **Right to object:** You can object to the processing of your data.
- **Right to withdraw consent:** You can withdraw your consent at any time.

To exercise any of these rights, please contact us at [louise@thegoodwillrevolution.co.uk](mailto:louise@thegoodwillrevolution.co.uk).

## 10. Complaints

If you have any concerns about our processing of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office (ICO).

## 11. Changes to this Policy

We may update this GDPR policy from time to time. We will notify you of any significant changes.

## 12. Contact Information

If you have any questions about this GDPR policy, please contact us at: [hello@thegoodwillrevolution.co.uk](mailto:hello@thegoodwillrevolution.co.uk).