



Data Protection Policy

Goal of the data protection policy

The goal of the data protection policy is to depict the legal data protection aspects in one summarising document. It can also be used as the basis for statutory data protection inspections, e.g. by the customer within the scope of commissioned processing. This is not only to ensure compliance with the European General Data Protection Regulation (GDPR) but also to provide proof of compliance.

Preamble

The Female Inspired Growth Programme (from here on referred to as the "F.I.G. Programme") will provide women in the local community a safe environment to learn and grow. Using the fundamentals of Brazilian Jiu-Jitsu and trauma informed coaching, we will provide them with the opportunity to grow their Confidence, Community and Empowerment. Progressing through structured development into broader experiences within the sport. The purpose of protecting data is integral to maintaining the safety of the attendees and the agencies involved.

Security policy and responsibilities in the company

- The F.I.G. Programme holds safeguarding as one of its main core principles. A part of this is protecting the data that is gathered. This data is highly sensitive considering the attendees and their reasons for being referred.
- It is the Programme Manager's responsibility to ensure that all participants, adhere to this policy. The referring agencies will provide the information and will receive any appropriate feedback and engagement where necessary. The instructors will be given enough appropriate information to ensure the safety of the attendees. The attendees will in turn be given the opportunity to see this document and will have access to their referral notes as a part of the induction process.
- This document and the subsequent processes will be reviewed on an annual basis.
- Training will be provided where needed, all subsequent staff will be required to attend this and to engage with the policy and any subsequent processes from this.

Legal framework in the company

- All data will be received/shared through email, using only official email addresses.
- All data will be collected, processed and stored within an agreed timeframe with the referring agency.
- No applicable legislations are in place; however, data will be kept for 6months following the end of attendance. This is for any necessary access needed following attendance; however, this should be kept to a minimum and only performed in exceptional circumstances, which will need to be justifiable.

Documentation

- The Programme Lead will ensure that any stored data is managed appropriately and will conduct ad hoc reviews.
- Data protection needs: The data collected and managed will be sensitive, personal data. The persons attending will be referred for reasons that are also sensitive, which adds more weight to the need for protection of their data. The processing of this data is the responsibility of the Programme Lead. The sharing of this data is to be done with the upmost scrutiny and shared with only the attendee, the referring agencies and with the emergency services where appropriate. Access to this will be made available upon request of the attendee, referring agencies or the emergency services. Access will be managed and maintained by the Programme Lead.

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