

## DATA PROTECTION POLICY (GDPR)

### Sunray for Children

Charity number: **1201206**

Registered address:  
71–75 Shelton Street  
Covent Garden  
London  
WC2H 9JQ  
United Kingdom

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### Purpose

Sunray for Children is committed to protecting personal data and respecting the privacy of all individuals who interact with the organisation.

The organisation processes personal data in accordance with **UK GDPR and the Data Protection Act 2018**.

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### Scope

This policy applies to:

- Trustees
  - Staff members
  - Volunteers
  - Individuals and families who receive support from the organisation
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### Types of Data Collected

Sunray for Children may collect personal information such as:

- names
- contact details (email, phone number)
- basic information related to family support requests
- communication records

Data is collected only when necessary for providing support and managing organisational activities.

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### How Data is Collected

Personal data may be collected through:

- email communication
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- telephone consultations
- video calls
- administrative records

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## Data Protection Principles

Sunray for Children ensures that personal data is:

- processed lawfully, fairly and transparently
- collected only for legitimate purposes
- limited to what is necessary
- kept accurate and up to date
- stored securely
- not retained longer than necessary

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## Data Security

The organisation takes appropriate measures to ensure personal data is protected from unauthorised access, loss or misuse.

Access to personal information is limited to authorised individuals within the organisation.

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## Sharing Information

Personal information will not be shared with third parties without consent unless:

- required by law
- necessary for safeguarding purposes
- necessary to refer families to appropriate support services

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## Policy Review

This policy will be reviewed regularly to ensure compliance with legal requirements.

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## Approved by:

Dagmar Szabo  
Chair

Signature:  \_\_\_\_\_

Date: 15.01.2023

# Sunray For Children

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Review date: 10.01.2027

## VOLUNTEER POLICY

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Volunteers play an important role in supporting the activities of Sunray for Children.

Volunteers are expected to:

- respect confidentiality
- follow safeguarding procedures
- behave respectfully towards families and trustees
- follow organisational policies

The organisation aims to support volunteers with guidance and information.

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Approved by the Board of Trustees

Dagmar Szabo  
Chair

Signature: 

Date: 10.1.2023

Review date: 10.1.2024