



**Freedom to Flourish CIC**

# Data Protection Policy

Policy Document	Data Protection Policy
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# Freedom to Flourish CIC

## 1. Introduction

Freedom to Flourish CIC is committed to protecting the personal data of everyone we work with. We collect and use personal data only as needed to deliver our services, and we handle it respectfully, securely, and in line with the UK General Data Protection Regulation (UK GDPR).

## 2. Who We Are

Freedom to Flourish CIC is a community interest company providing courses, workshops, and wellbeing services. We use third-party tools to help us manage bookings, communications, and community engagement.

## 3. What Data We Collect

We may collect and store the following personal information:

- Names
- Email addresses
- Phone numbers (if provided)
- Booking and attendance information
- Date of birth (if provided- for children attending sessions)

This information is only collected when it is provided voluntarily—usually during course bookings, newsletter sign-ups, or joining a WhatsApp group.

## 4. How We Collect Data

- Through third-party booking platforms (e.g., [www.bookwhen.com](http://www.bookwhen.com))
- Via our website contact forms
- When individuals email us directly
- When people voluntarily join our WhatsApp group



## **Freedom to Flourish CIC**

### **5. How We Use Personal Data**

We only use personal data to:

- Manage course bookings and attendance
- Send relevant course or event updates (using BCC to protect email privacy)
- Respond to enquiries
- Facilitate group communication in WhatsApp (with prior consent)

### **6. Sharing Personal Data**

We do not sell or share personal data with third parties for marketing purposes. We only use trusted third-party services that are GDPR-compliant (e.g., booking systems and email providers) to help us operate effectively.

### **7. Data Storage and Security**

- Data is stored securely on password-protected devices and GDPR-compliant platforms.
- Access is limited to those who need it to carry out essential work.
- We regularly review and update our data protection practices.

### **8. Individual Rights**

Under UK GDPR, individuals have the right to:

- Access their personal data
- Correct inaccurate or incomplete data
- Request deletion of their data
- Object to or restrict processing in certain circumstances

To make a request, contact us at: [freedomtoflourishcic@gmail.com](mailto:freedomtoflourishcic@gmail.com)



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### **9. Retention**

We only keep data for as long as necessary. Typically, contact details are deleted within 12 months of a course or event unless ongoing communication is requested.

### **10. Contact**

If you have any questions or concerns about how we handle your data, please contact:

**Freedom to Flourish CIC**

Email: [freedomtoflourishcic@gmail.com](mailto:freedomtoflourishcic@gmail.com)

Website: [www.freedomtoflourishcic.com](http://www.freedomtoflourishcic.com)