

DEVON SCIENCE

Data Protection Policy 2026



1. Introduction

Devon Science Ltd is committed to protecting the privacy and security of personal data. This policy explains how we collect, use and store personal information in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

We ensure that personal data is handled lawfully, fairly and transparently at all times.

2. Definitions

Personal Data

Any information relating to an identifiable individual.

UK GDPR

The United Kingdom General Data Protection Regulation.

Data Controller

Devon Science Ltd is the data controller responsible for personal data.

Responsible Person

Ruth MacLaren (Director)

Register of Processing Activities

A record of how and why personal data is processed.

3. Data We Collect

Devon Science may collect and process the following types of personal data:

- Names (for bookings and registers)
- Email addresses (for communication and marketing, with consent)
- Telephone numbers (for emergency contact and bookings)
- Photographs and videos (for marketing purposes, with consent)

Data may be stored using systems such as:

- Booking platforms (e.g. Acuity Scheduling or similar)
- Email marketing platforms (e.g. Mailchimp)

4. Data Protection Principles

We comply with the UK GDPR principles. Personal data will be:

- Processed lawfully, fairly and transparently
- Collected for specified, legitimate purposes
- Limited to what is necessary (data minimisation)
- Accurate and kept up to date
- Retained only for as long as necessary
- Stored securely using appropriate measures

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5. Lawful Bases for Processing

We process personal data under one or more of the following lawful bases:

- **Consent** (e.g. marketing emails, photographs)
- **Contract** (e.g. event bookings)
- **Legal obligation** (where required)
- **Legitimate interests** (e.g. running and improving services)

Where consent is used:

- It will be clear and opt-in
- Individuals can withdraw consent at any time

6. Use of Personal Data

We use personal data to:

- Manage bookings and events
- Communicate with parents/carers
- Ensure children's safety (e.g. emergency contacts)
- Promote activities (where consent has been given)
- Improve our services

7. Data Sharing

We do not sell personal data.

We may share data with:

- Service providers (e.g. booking or email platforms)
- Safeguarding authorities if required

All third parties are required to handle data securely and in line with data protection laws.

8. Data Retention

We will only keep personal data for as long as necessary.

Retention periods will be based on:

- Legal requirements
- Safeguarding considerations
- Business needs

Data that is no longer required will be securely deleted.

9. Data Security

We take appropriate measures to protect personal data, including:

- Secure digital systems and password protection
- Limiting access to authorised personnel only
- Regular review of systems and processes

Where data is deleted, it will be done securely.

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10. Data Breaches

In the event of a data breach, we will:

- Assess the risk to individuals
- Take appropriate action to contain the breach
- Report the breach to the **Information Commissioner's Office (ICO)** within 72 hours where required
- Inform affected individuals where there is a high risk

11. Individual Rights

Under UK GDPR, individuals have the right to:

- Access their personal data
- Request correction of inaccurate data
- Request deletion of data (where appropriate)
- Restrict or object to processing
- Withdraw consent at any time

Requests should be made to the Responsible Person and will be responded to within one month.

12. Photography and Media

Devon Science will:

- Obtain consent before taking or using photographs/videos
- Clearly explain how images will be used
- Store images securely
- Remove images if consent is withdrawn

13. Responsibility

The Responsible Person (Director) is accountable for ensuring compliance with this policy and relevant legislation.

All staff and volunteers must follow this policy and handle personal data responsibly.

14. Policy Review

This policy will be reviewed annually and updated as required.