

Lemonade from lemons

Privacy Policy

Communication inclusive summary:



Lemonade from Lemons is **committed** to maintaining **high standards** of **privacy** and **confidentiality**.

We will:

Only use **people's personal information** to manage our



community activities and



donations



contractors.

Personal information is “any **information** that can **identify a person**, directly or indirectly”:

-  **Names** and **identification numbers**,

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-  **Location data**, and
-  **Online** identifiers
-  **Financial** data,
-  **Health** information, and
-  **Performance** documentation

☀ **Everyone** has the **right** to keep their **personal information private** if they wish to.

☀ Lemonade from Lemons will **keep personal information confidential and protected**.

☀ Lemonade from Lemons will **only ask people** for **personal information** to:

- Help **provide the right services** and **support**.
- Effectively **manage our services**.

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Lemonade from Lemons will keep personal information safe:



All **documents** with personal information will be kept in a **safe place** (**locked unit** or **encrypted drive** with a **password**).



All **personal information** will be kept **confidential** and **not shared** unless you **give us permission** to do so.



Personal information will be **destroyed** when we **don't need it anymore** (for example if a person stops attending workshops, wishes to be removed from mailing list)



We may share **personal information** for a **legal reason**.

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Personal information is **kept** only as **long** as it is **required**.

Everyone has the right to access, amend or withdraw consent the use of their personal information.

If you have any questions, please contact

Dr Firle Beckley at

firle@lemonadefromlemons.co.uk



1. Introduction

Lemonade from Lemons Community Interest Company (referred to as “we,” “us,” or “our”) is committed to protecting the privacy and personal data of individuals who engage with our community workshops, training services, and other initiatives.

This policy outlines how we collect, use, store, and protect personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

As a data controller, we ensure that personal data is processed lawfully, fairly, and transparently.

2. Scope of This Policy

This policy applies to:

- Personal data of members, attendees, and participants of our workshops and training services.
 - Personal data of contractors, employees, volunteers, and other stakeholders who engage with us.
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3. What Personal Data We Collect

We may collect the following types of personal data:

For Community Workshops and Training Services:

- Contact Information: Name, email address, phone number, and postal address.
- Demographic Information: Age, gender, and accessibility requirements (where necessary).
- Participation Details: Attendance records, feedback forms, and training outcomes.

For Administrative Purposes:

- Financial Information: Bank details for payment processing (where applicable).

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- **Identity Verification:** Copies of ID documents, if required for specific programs or funding compliance.

We only collect personal data that is necessary for the purposes outlined in this policy.

4. How We Use Personal Data

We process personal data for the following purposes:

- 1. Service Delivery:**
 - To manage registrations for community and training sessions.
 - To provide tailored support, including accommodations for specific needs.
- 2. Communication:**
 - To share relevant information, such as event updates or service notifications.
- 3. Compliance:**
 - To meet legal and contractual obligations, such as reporting requirements for funding bodies.
- 4. Improvement and Reporting:**
 - To evaluate and improve our services through anonymized feedback.
- 5. Management of Donations:**
 - Any data collected, including your name, contact details, and payment information, will be used solely for processing donations, issuing receipts, and fulfilling legal and financial reporting obligations.

We will not process personal data for purposes incompatible with the above without obtaining your explicit consent.

5. Legal Bases for Processing

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

- **Consent:** Where you have given clear and explicit consent (e.g., for receiving newsletters).
- **Contractual Necessity:** To fulfill agreements for service delivery.
- **Legal Obligation:** To comply with applicable laws or regulatory requirements.

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- **Legitimate Interests:** To support our community objectives while respecting individuals' rights.
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6. How We Protect Personal Data

We take the security of personal data seriously and have implemented measures to ensure its protection:

- **Technical Measures:** Secure servers, data encryption, and annual vulnerability assessments.
 - **Organisational Measures:** Access to personal data is restricted to authorized personnel only.
 - **Data Retention:** Personal data will be stored only as long as necessary for the purposes outlined in this policy or as required by law.
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7. Sharing Personal Data

We may share personal data with the following, where necessary:

- **Service Providers:** Trusted third parties who assist with service delivery (e.g., event organisers).
- **Regulators or Authorities:** Where disclosure is required by law.

We will never sell personal data to third parties.

8. International Data Transfers

We do not transfer personal data outside the UK unless necessary safeguards are in place, such as:

- Transfer to countries with adequate data protection laws.
 - Contracts that meet UK GDPR requirements (Standard Contractual Clauses).
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9. Data Subject Rights

Under UK GDPR, individuals have the following rights:

1. **Right to Access:** Request access to personal data we hold about you.
2. **Right to Rectification:** Request correction of inaccurate or incomplete data.
3. **Right to Erasure:** Request deletion of personal data where no longer necessary.
4. **Right to Restrict Processing:** Limit the processing of your data in certain circumstances.
5. **Right to Data Portability:** Request transfer of your data to another service provider.
6. **Right to Object:** Object to data processing based on legitimate interests.
7. **Right to Withdraw Consent:** Withdraw consent at any time for data processed on this basis.

To exercise these rights, please contact us (details below).

10. Retention Policy

We will retain personal data only as long as it is required for:

- Service delivery.
- Legal and regulatory compliance.
- Record-keeping for reporting or auditing purposes.

Data no longer needed will be securely deleted or anonymised.

11. Reporting Data Breaches

In the event of a personal data breach, we will:

1. Notify the Information Commissioner's Office (ICO) within 72 hours if required.
 2. Inform affected individuals where the breach poses a high risk to their rights and freedoms.
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12. Contact Information

For questions about this policy, or to exercise your data rights, please contact:

Data Protection Officer (DPO)

Dr Firle Beckley
Lemonade from Lemons Community Interest Company
26 Summerdown Road, Eastbourne, BN20 8DR
firle@lemonadefromlemons.co.uk
07866671604

13. Updates to This Policy

We will review and update this policy annually or as required by changes to UK GDPR or other regulations.

By adhering to this policy, *Lemonade from Lemons* ensures that personal data is handled responsibly, securely, and transparently in line with the UK GDPR and the Data Protection Act

2018. 🍹 ✨

Date written/review	Author	Date Board Signed off	Date next review
21.01.25	Firle Beckley		Feb 2026
14.02.25	Nikki Hafter		