



Solar Squad Science

Data Protection and GDPR Policy

Document Version: 1.0
Date Issued: May 2026
Review Date: May 2027
Signed: Kamron Ali (Director)



Data Protection and GDPR Policy



Contents

1. Statement of Commitment
2. Scope of This Policy
3. Data Protection Principles
4. Roles & Responsibilities
5. Types of Information Held
6. Lawful Basis for Processing
7. Special Category Data
8. Confidentiality & Information Security
9. Storage & Retention of Data
10. Sharing Information
11. Photography, Media & Marketing
12. Subject Access Requests
13. Individual Rights Under GDPR
14. Data Breaches
15. Online Safety & Electronic Systems
16. Staff Responsibilities
17. Complaints & ICO Rights
18. Review of Policy
19. Contact Information

Data Protection and GDPR Policy



1. Statement of Commitment

Solar Squad Science is committed to protecting the privacy, confidentiality, and security of personal information relating to children, parents/carers, staff, volunteers, partner organisations, and contractors.

We recognise our responsibilities under:

- The UK General Data Protection Regulation (UK GDPR)
- The Data Protection Act 2018
- Relevant safeguarding and child welfare guidance

Solar Squad Science is committed to ensuring all personal data is:

- Processed lawfully, fairly, and transparently
- Collected for legitimate purposes only
- Accurate and kept up to date
- Stored securely
- Retained only for as long as necessary
- Protected against unauthorised access, loss, misuse, or disclosure

Data protection is considered an essential part of safeguarding and professional practice.

Data Protection and GDPR Policy



2. Scope of This Policy

This policy applies to:

- Directors
- Employees
- Workshop leaders
- Volunteers
- Contractors
- External providers working on behalf of Solar Squad Science

This policy applies to all personal data processed in relation to:

- Workshop delivery
- Safeguarding
- Bookings and enquiries
- Staffing
- Marketing
- Administration
- Digital communications

3. Data Protection Principles

Solar Squad Science will ensure personal data is:

- Processed lawfully, fairly, and transparently
- Collected only for specified and legitimate purposes
- Adequate, relevant, and limited to what is necessary
- Accurate and kept up to date
- Retained only as long as necessary
- Processed securely and confidentially
- Protected through appropriate technical and organisational measures

All staff are expected to support and uphold these principles.

Data Protection and GDPR Policy



4. Roles and Responsibilities

The overall responsibility for data protection sits with the company directors, who are responsible for:

- Overseeing GDPR compliance
- Ensuring appropriate security measures are in place
- Responding to data protection concerns
- Managing data breaches where required
- Reviewing policies and procedures

All staff are responsible for:

- Handling information securely
- Maintaining confidentiality
- Following data protection procedures
- Reporting concerns or breaches promptly

Data Protection and GDPR Policy



5. Types of Information Held

Solar Squad Science may process and store information relating to children, parents/carers, staff, volunteers, and partner organisations.

Children, Parents and Carers

Information may include:

- Names
- Emergency contact details
- Attendance records
- Medical or allergy information
- Safeguarding information where necessary
- Behaviour or incident records
- Photographs/media permissions
- Booking information

Staff and Volunteers

Information may include:

- Contact details
- DBS information
- Training records
- Employment records
- Safeguarding documentation
- Payroll or accounting information where applicable

Only information necessary for operational, safeguarding, legal, or contractual purposes will be collected.

Data Protection and GDPR Policy



6. Lawful Basis for Processing

Solar Squad Science processes personal data under lawful bases including:

- Fulfilment of contractual obligations
- Safeguarding and child welfare responsibilities
- Legal obligations
- Legitimate business interests
- Consent where required

Information will only be collected and processed where there is a clear and justifiable reason for doing so.

7. Special Category Data

Some information processed may be considered “special category data,” including:

- Medical information
- Allergy information
- Safeguarding information
- Certain equality or welfare information

This information will only be processed where necessary for:

- Safeguarding
- Health and safety
- Provision of appropriate care and support
- Compliance with legal obligations

Access to such information will be restricted appropriately.

Data Protection and GDPR Policy



8. Confidentiality and Information Security

Solar Squad Science takes confidentiality seriously.

We will:

- Store records securely
- Restrict access to authorised individuals
- Use password-protected devices and systems
- Minimise unnecessary sharing of information
- Ensure confidential discussions are held appropriately
- Securely dispose of data no longer required

Staff must not:

- Share confidential information inappropriately
- Leave sensitive information unsecured
- Discuss confidential matters in public areas
- Access information unnecessarily

Safeguarding records and sensitive welfare information will be handled with additional care and restricted access.

Data Protection and GDPR Policy



9. Storage and Retention of Data

Information may be stored:

Electronically

- In secure cloud systems
- In password-protected files
- In locked physical storage where applicable

Data will only be retained for as long as:

- Legally required
- Operationally necessary
- Required for safeguarding, insurance, or regulatory purposes

When information is no longer required, it will be:

- Securely deleted
- Confidentially shredded
- Permanently destroyed using appropriate methods

Data Protection and GDPR Policy



10. Sharing Information

Solar Squad Science will only share information:

- Where necessary
- Where legally permitted
- Where safeguarding requires it
- Where consent has been obtained where appropriate

Information may be shared with:

- Schools
- Holiday camp providers
- Safeguarding authorities
- Emergency services
- Local authorities
- Legally authorised agencies

Information shared will be:

- Relevant
- Proportionate
- Accurate
- Limited to what is necessary

Where information is shared without consent for safeguarding reasons, this will be recorded appropriately.

Data Protection and GDPR Policy



11. Photography, Media and Marketing

Photographs, videos, or media involving children will only be used:

- With appropriate permissions
- For legitimate business or promotional purposes
- In line with safeguarding procedures

Personal devices must not be used to take photographs of children unless specifically authorised.

Media files will be stored securely and access restricted appropriately.

Parents/carers may withdraw consent for media use where applicable.

12. Subject Access Requests

Individuals have the right to request access to personal data held about them.

Requests may be made by:

- Parents/carers regarding their child
- Staff or volunteers regarding their own data
- Individuals whose information is processed by Solar Squad Science

Solar Squad Science will:

- Respond within the required legal timeframe
- Verify identity before disclosure
- Provide information securely
- Correct inaccurate information promptly where identified

Certain information may be withheld where legally permitted, including safeguarding-related information where appropriate.

Data Protection and GDPR Policy



13. Individual Rights Under GDPR

Individuals may have rights including:

- The right to access information
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to object
- The right to data portability where applicable

Requests will be handled in accordance with UK GDPR requirements.

Some requests may be limited where legal, safeguarding, insurance, or regulatory obligations require information to be retained.

Data Protection and GDPR Policy



14. Data Breaches

Any actual or suspected data breach must be reported immediately to a director.

Examples may include:

- Lost devices
- Unauthorised access
- Accidental disclosure
- Hacked systems
- Information sent to incorrect recipients

Solar Squad Science will:

- Investigate breaches promptly
- Take steps to reduce risk
- Notify relevant authorities where legally required
- Review procedures to prevent recurrence

Serious breaches may be reported to the Information Commissioner's Office (ICO).

15. Online Safety and Electronic Systems

Reasonable steps will be taken to ensure electronic systems are used safely and securely.

This may include:

- Password protection
- Restricted access permissions
- Secure cloud storage
- Antivirus/security software
- Secure disposal of devices where required

Staff should avoid storing sensitive information on personal devices unless authorised and appropriately secured.

Data Protection and GDPR Policy



16. Staff Responsibilities

All staff are expected to:

- Maintain confidentiality
- Follow data protection procedures
- Complete relevant training or guidance where required
- Report concerns promptly
- Handle records responsibly
- Use secure systems appropriately

Failure to follow data protection procedures may result in disciplinary action.

17. Complaints and ICO Rights

Individuals who are concerned about how their information has been handled may raise concerns with Solar Squad Science directly.

If concerns cannot be resolved, individuals may contact the Information Commissioner's Office (ICO)

Solar Squad Science will cooperate fully with any lawful investigation or regulatory requirement.

Data Protection and GDPR Policy



18. Review of Policy

This policy will be reviewed annually or sooner where necessary to reflect:

- Legislative changes
- Safeguarding updates
- Operational developments
- Data protection guidance
- Lessons learned from incidents

This policy reflects relevant UK GDPR and Data Protection Act 2018 requirements.

Contact Information

General Enquiries

- Email: hello@solarsquadscience.co.uk

Designated Safeguarding Lead (DSL)

- Email: kamron@solarsquadscience.co.uk
- Phone: 07508237386

