



## GWELLA MENTORING – GDPR & DATA PROTECTION POLICY

Business Name: Gwella Mentoring

Data Controller: Gwella Mentoring

Contact Email: safeguardinggwella@gmail.com

Last Updated: December 2025

Gwella Mentoring complies with UK GDPR and the Data Protection Act 2018.

### **Data Collected**

Names, contact details, date of birth, session notes, invoices, safeguarding records.

### **Purpose of Processing**

Service delivery, safeguarding, communication, legal compliance.

### **Lawful Bases**

Contract, Consent, Legal Obligation, Vital Interests, Legitimate Interests.

### **Storage & Security**

Password-protected systems and restricted access.

**Data Retention**

Client records up to 7 years, safeguarding as required by law.

**Your Rights**

Access, correction, erasure, restriction, portability, and withdrawal of consent.

**Data Breaches**

Reported to ICO within 72 hours where required.

**Policy Review**

Reviewed annually.