



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.