

Privacy Policy & Procedure - Bridging Barriers

Last Reviewed: 26/05/2026

Next Review Date: 26/05/2027

1. Purpose

Bridging Barriers is committed to protecting the privacy and personal information of all individuals who engage with our organisation.

This Privacy Policy explains how we collect, use, store, and protect personal data when individuals:

- Visit our website
- Apply for programmes
- Attend events
- Sign up to newsletters
- Volunteer with us
- Become mentors
- Partner with us
- Contact us

We are committed to handling personal data responsibly, transparently, and in line with UK data protection legislation.

2. Who We Are

Bridging Barriers is a registered Charitable Incorporated Organisation (CIO) based in the United Kingdom.

Registered Charity Number: 1196973

info@bridgingbarriers.co.uk

www.bridgingbarriers.co.uk

Registered Charity No. 1196973

Contact details:

Email: info@bridgingbarriers.co.uk

Website: www.bridgingbarriers.co.uk

3. Information We May Collect

We may collect personal information including:

- Name
- Email address
- Phone number
- Address
- Date of birth
- Education and employment information
- Equality and diversity information
- Emergency contact details
- Event attendance information
- Feedback and survey responses
- Website usage information

We only collect information that is relevant to our activities and services.

4. How We Use Personal Information

Bridging Barriers may use personal information to:

- Deliver programmes and services
- Manage mentoring relationships
- Communicate about events and opportunities
- Send newsletters and updates
- Monitor participation and impact
- Improve our services and activities
- Manage volunteers and partnerships
- Meet safeguarding and legal responsibilities

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- Respond to enquiries

We will only use personal data where we have a lawful basis to do so.

5. Marketing & Communications

Individuals may receive updates, newsletters, and opportunities from Bridging Barriers where:

- They have signed up to receive communications
- There is a legitimate interest connected to our work

Individuals can unsubscribe from marketing communications at any time using the unsubscribe link or by contacting us directly.

6. Data Sharing

Bridging Barriers may share information where appropriate:

- With trusted delivery partners
- With mentors or programme facilitators where relevant
- With service providers supporting our systems and operations
- Where safeguarding concerns arise
- Where legally required

We do not sell personal data to third parties.

7. Data Storage & Security

We aim to keep personal data secure through:

- Password-protected systems
- Restricted access controls

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- Secure digital platforms
- Appropriate confidentiality practices

While we take reasonable steps to protect data, no online system can be guaranteed to be completely secure.

8. Data Retention

We only keep personal data for as long as necessary for:

- Programme delivery
- Safeguarding
- Reporting requirements
- Legal and operational purposes

When data is no longer required, it will be securely deleted or anonymised where appropriate.

9. Cookies & Website Usage

Our website may use cookies and analytics tools to:

- Improve website functionality
- Understand website usage
- Enhance user experience

Users can manage cookie preferences through their browser settings.

10. Your Rights

Under UK GDPR, individuals have rights including:

- The right to access personal data

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- The right to correct inaccurate information
- The right to request deletion where applicable
- The right to object to certain processing
- The right to withdraw consent where applicable

Requests relating to personal data should be sent to:
info@bridgingbarriers.co.uk

11. Safeguarding & Confidentiality

Bridging Barriers may share information without consent where necessary:

- To protect somebody from harm
- To respond to safeguarding concerns
- To comply with legal obligations

Information will only be shared on a proportionate and need-to-know basis.

12. Changes to This Policy

Bridging Barriers may update this Privacy Policy from time to time to reflect:

- Changes in legislation
- Organisational updates
- Improvements to our practices

The latest version will always be available through our website or upon request.

13. Monitoring & Review

This policy will be reviewed annually or sooner if required.

Bridging Barriers is committed to maintaining good data protection and privacy practices.

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Approval & Sign-Off

Approved and signed by:

Kevin Osei BEM
Founder & CEO
Bridging Barriers

Signature: _____

Date: 26/05/2026

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