



Privacy Policy

March 2026

Last review completed by:

Board of Trustees

Date of last review:

March 2026

Next review due:

March 2027

Document owner:

J Holmes

Distribution list:

Board of Trustees

1. Introduction

Both Sides Foundation is committed to protecting the privacy and security of personal data. This Privacy Notice explains what information we collect, how we use it, and the rights you have in relation to your data.

We aim to be transparent and accessible, in line with UK data protection law, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who We Are

Both Sides Foundation is a registered charity supporting men's mental health, with a particular focus on young adults aged 15–21.

If you have any questions about this notice or how we handle your data, please contact us at:

Email: info@bothsidesfoundation.org

3. What Personal Data We Collect

Depending on your relationship with us, we may collect:

- Name, date of birth, gender and contact details
- Emergency contact information
- Information about your participation in our services, workshops or events
- Health or wellbeing information relevant to accessibility or safeguarding (with explicit consent where required)
- Photographs or video recordings from events (only with prior consent)
- Website or social media interaction data, including cookies

Most information is provided directly by you. Where data is obtained from third parties (such as referral partners or online platforms), we will inform you of the source.

4. How We Use Your Data and Lawful Bases

We only process personal data where a lawful basis applies under UK GDPR. This includes:

- **Administration of services and events**, based on legitimate interests
- **Safeguarding and legal compliance**, based on legal obligations
- **Supporting accessibility and wellbeing**, based on explicit consent and safeguarding requirements
- **Fundraising and donations**, based on legal obligations and legitimate interests
- **Marketing and communications**, where you have given consent

- **Monitoring, research and reporting**, using anonymised or aggregated data where possible

5. Special Category Data

Where we process special category data, such as health or mental health information, we do so only where permitted under Article 9 of UK GDPR. This may include situations where you have given explicit consent or where processing is necessary to support safeguarding, accessibility or wellbeing.

We will always explain why this data is needed and how it will be used.

6. Who We Share Your Data With

We do not sell personal data.

We may share information with:

- IT and cloud service providers used for secure storage and communication
- Email or newsletter platforms used for communications
- Event registration or ticketing platforms
- Regulators, safeguarding bodies or law enforcement where legally required
- Funding or reporting partners, usually in anonymised or aggregated form

Where data is transferred outside the UK, appropriate safeguards such as Standard Contractual Clauses or adequacy decisions are used.

7. How We Store and Protect Your Data

Personal data is stored securely in digital and physical formats. We use appropriate technical and organisational measures to protect against unauthorised access, loss or misuse. Third-party processors are required to meet UK GDPR standards.

8. How Long We Keep Your Data

We retain personal data only for as long as necessary:

- Engagement records: up to 3 years after last contact
- Financial and donation records: 6 years
- Safeguarding records: in line with statutory requirements

Data is securely deleted or anonymised when no longer required.

9. Your Rights

You have rights under UK data protection law, including the right to access your data, request corrections, object to processing, withdraw consent and, in certain circumstances, request deletion.

To exercise your rights, please contact: **info@bothsidesfoundation.org**

10. Cookies

Our website uses cookies to improve functionality and collect anonymous analytics data. You can choose whether to accept or reject non-essential cookies. Further details are available in our Cookie Policy.

11. Providing Data

Some personal data is required for participation in our services, such as emergency contact or accessibility information. If this data is not provided, we may be unable to offer certain services.

12. Complaints

If you have concerns about how your data is handled, please contact us first. You also have the right to complain to the Information Commissioner's Office:

Website: www.ico.org.uk

Telephone: 0303 123 1113

9. Policy Review

This policy is reviewed annually by the Board of Trustees, or sooner if required due to changes in legislation, guidance or organisational practice.

Signed

Signed

Neil Bolding

Position: Chair of Trustee

Date: March 2026

James Holmes

Position: Trustee and Governance Lead

Date: March 2026