

HOPE TECH FOUNDATION: SAFEGUARDING POLICY AND DATA PROTECTION STATEMENT

1. Introduction

Hope Tech Foundation is committed to safeguarding the welfare of all children and young people we support. We recognise our responsibility to promote a safe environment and to protect children from harm, abuse, and exploitation. Additionally, we are committed to protecting the personal data of all individuals we interact with, in accordance with the UK General Data Protection Regulation (UK GDPR).

2. Safeguarding Policy

2.1 Scope This policy applies to all staff, trustees, volunteers, and anyone working on behalf of Hope Tech Foundation.

2.2 Key Principles

- The welfare of the child is paramount.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from harm.
- Safeguarding is everyone's responsibility.

2.3 Safer Working Practices

- All representatives of the charity must treat children and families with respect and dignity.
- No representative will be left alone with a child; where possible, interactions will take place in the presence of a responsible adult (e.g., parent, guardian, or referring professional).
- All volunteers and staff in contact with children will undergo appropriate background checks (e.g., DBS checks if required).

2.4 Reporting Concerns Any safeguarding concerns must be reported immediately to the Designated Safeguarding Lead (DSL):

- **Designated Safeguarding Lead:** [Insert Founder/Trustee Name and Contact Email]

If the concern is urgent or involves immediate danger, appropriate authorities (e.g., local safeguarding board, police) must be contacted directly.

2.5 Training All charity representatives will be made aware of safeguarding policies during induction and provided with guidance on best practices.

3. Data Protection Statement

3.1 Commitment to Privacy Hope Tech Foundation respects and protects the privacy of all individuals who share personal information with us, including nominees, donors, families, and professionals. We collect, store, and use data responsibly and lawfully.

3.2 Data Collection and Use We collect personal data such as:

- Names, contact details, and demographics of nominated recipients
- Device preferences and medical-related considerations (if relevant)
- Donor information and communication preferences

This information is used solely to deliver our charitable services, communicate with stakeholders, and ensure safe and effective operations.

3.3 Data Storage and Security

- Personal data is stored securely using password-protected systems and encrypted files.
- Access to personal data is limited to individuals who need it to carry out charity operations.

3.4 Sharing Data We do not sell or share personal data with third parties unless:

- We have explicit consent
- It is necessary to deliver services (e.g., delivery couriers)
- We are required by law

3.5 Data Retention We retain personal information only for as long as necessary to fulfil the purposes for which it was collected, including any legal or reporting requirements.

3.6 Your Rights Individuals have the right to:

- Access their data
- Request correction or deletion
- Withdraw consent at any time
- Raise concerns with the Information Commissioner's Office (ICO)

To exercise these rights or make a data request, please contact:

- **Data Protection Officer:** [Insert Contact Email]

4. Policy Review This policy will be reviewed annually by the trustees or in the event of significant changes in safeguarding or data protection legislation.

For any questions or concerns regarding this policy, please contact the Hope Tech Foundation via <https://www.hopetechfoundation.org>.