



DATA PROTECTION POLICY

Responsible Officer: Data Protection Lead / CEO

1. Introduction

The ITP Support Association ("the Charity") is committed to protecting the personal data it holds and uses, in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

We process personal data relating to our beneficiaries, supporters, employees, volunteers, and other stakeholders. This policy sets out our commitment to data protection and the rights of individuals.

2. Purpose

The purpose of this policy is to:

- Ensure compliance with data protection laws
- Protect the rights and privacy of individuals
- Clarify how personal data should be processed by the Charity

3. Scope

This policy applies to:

- All personal data processed by the Charity, whether stored electronically or in paper form
- All staff, trustees, volunteers, contractors, and anyone else who processes data on behalf of the Charity

4. Data Protection Principles

The Charity commits to ensuring all personal data is:

1. Processed lawfully, fairly and transparently
2. Collected for specified, explicit and legitimate purposes
3. Adequate, relevant and limited to what is necessary
4. Accurate and kept up to date
5. Retained only for as long as necessary
6. Kept secure

5. Lawful Bases for Processing

We will only process personal data where we have a lawful basis, such as:

- The data subject has given explicit consent
- It is necessary for the performance of a contract

MEDICAL ADVISORY PANEL

UK: Prof. A.C Newland; Dr A.B. Provan; Dr W Lester; Dr J Thachil; Dr N. Cooper Dr J Grainger; Dr M Richards; Dr C Bagot, Dr V McDonald,
Ireland: Dr G Crotty USA: Prof. S Cataland; Dr C Neunert, Prof D Kuter,



- It is required for compliance with a legal obligation
- It is necessary to protect vital interests
- It is in the legitimate interests of the Charity (unless overridden by the rights of the individual)

6. Data Subject Rights

Individuals have the following rights:

- To be informed about how their data is used
- To access their personal data
- To rectify inaccurate or incomplete data
- To erase personal data (in certain circumstances)
- To restrict or object to processing
- To data portability (where applicable)

Requests to exercise any of these rights should be made to the Data Protection Lead at:

✉ info@itpsupport.org.uk

📍 The ITP Support Association, The Platelet Mission, Kimbolton Road, Bolnhurst, Bedfordshire, MK44 2EL.

7. Data Security

We will ensure appropriate physical; technical and organisational measures are in place to:

- Protect data from unauthorised access, alteration, disclosure, or destruction
- Restrict access to personal data to those who need it
- Use secure platforms and encrypted communications for data processing

8. Data Breaches

Any data breach must be reported immediately to the Data Protection Lead. Where required, serious breaches will be reported to the Information Commissioner's Office (ICO) within 72 hours.

9. Data Retention

Personal data will only be kept for as long as necessary for the purpose for which it was collected. Retention periods are defined in our Data Retention Schedule.

10. Sharing Data

We will only share personal data with third parties when:

- There is a lawful basis

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The ITP Support Association

REG. CHARITY NO. 1064480

- A data processing agreement is in place (where appropriate)
- It is necessary to deliver our charitable services (e.g., mailing houses, event registration)

We do not sell personal data under any circumstances.

11. Consent

Where we rely on consent to process personal data, we will ensure:

- Consent is freely given, specific, informed and unambiguous
- Individuals can withdraw consent at any time

12. Roles and Responsibilities

- Board of Trustees: Overall responsibility for data protection compliance
- Data Protection Lead: Day-to-day implementation and contact for queries and breaches
- Staff/Volunteers: Responsible for processing data in line with this policy and completing data protection training

13. Training and Awareness

All staff, volunteers will be provided with appropriate data protection training and will be required to acknowledge their understanding of this policy.

14. Review and Updates

This policy will be reviewed annually or sooner if required due to changes in legislation or organisational practice.

Contact Details

The ITP Support Association

The Platelet Mission, Kimbolton Road, Bolnhurst, Bedfordshire, MK44 2EL.

✉ info@itpsupport.org.uk

☎ [01234 376559

ICO Registration Number: ZA319426

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