

# Privacy & Data Protection Policy (UK GDPR)

## Secure Steps Support CIC

### 1. Introduction

Secure Steps Support CIC is committed to protecting personal data and respecting privacy. We process personal data in accordance with the UK GDPR and the Data Protection Act 2018.

### 2. Information We Collect

We may collect:

- Contact and identification details
- Housing-related information
- Support needs and risk information
- Information shared by referring agencies

We collect only the information necessary to provide housing-related support.

### 3. Lawful Basis for Processing

We process data under lawful bases including:

- Performance of a task in the public interest
- Contractual obligations
- Legal obligations
- Safeguarding and vital interests

### 4. How We Use Information

Data is used to:

- Deliver housing-related support
- Coordinate with local authorities and partner agencies
- Meet safeguarding and legal responsibilities

### 5. Information Sharing

Information is shared only when necessary and lawful, including with:

- Local authority teams
- Adult social care
- Commissioned care providers
- Emergency services

### 6. Data Security

We use appropriate security measures to protect personal data, including restricted access and secure storage.

## **7. Individual Rights**

Individuals have rights to access, correct, or object to the use of their data and may complain to the Information Commissioner's Office (ICO).

## **8. Contact**

Data Protection Lead:

Name: Marisa McGreevy-Rose MCMi AIIRSM

Email: [marisa@securestepssupport.co.uk](mailto:marisa@securestepssupport.co.uk)