



LIMITLESS EMPLOYMENT
FOUNDATION

Employee Data Protection Policy

1. Policy Statement

Charity Limitless Employment Foundation (the Foundation) is committed to protecting the privacy, confidentiality, and security of all employee personal data. As a remote organisation employing disabled coaches and mentors online, we recognise the importance of secure digital data handling and responsible information management.

2. Scope

This policy applies to employees, coaches, mentors, volunteers, contractors and trustees where employment-style data is processed. It covers all personal data held in digital or paper format.

3. Data Protection Principles

The Foundation processes personal data lawfully, fairly and transparently; collects it for specific purposes only; limits data to what is necessary; keeps information accurate; retains it only as long as needed; and protects it with appropriate security measures.

4. Types of Employee Data Collected

Information may include contact details, emergency contacts, employment records, payroll and bank details, right to work documentation, training records, equality and disability information, health or reasonable adjustment information, and IT usage data for security purposes.

5. Lawful Basis for Processing

Processing is based on contractual necessity, legal obligations, legitimate interests, protection of vital interests, or explicit consent where required.



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6. Use of Employee Data

Data is used only for legitimate employment purposes such as recruitment, payroll, supervision, health and safety, safeguarding, training, and regulatory compliance.

7. Data Security

The Foundation uses secure systems, encryption, password protection, restricted access, and regular backups. Employees must follow cyber security guidance and report concerns promptly.

8. Data Sharing

Information may be shared only where necessary with payroll providers, professional advisers, IT providers, or regulators. Third parties must maintain confidentiality and appropriate safeguards.

9. Retention of Data

Employee data is retained only for as long as necessary or as required by law. Records are securely deleted or destroyed once no longer needed.

10. Employee Rights

Employees may request access, correction, deletion, restriction, or objection to processing of their personal data, and may lodge complaints with the Information Commissioner's Office where appropriate.

11. Data Breaches

All suspected or actual data breaches must be reported immediately. The Foundation will investigate, mitigate risks, and notify authorities or individuals where legally required.

12. Responsibilities

Trustees provide oversight and review this policy annually. Management implements safeguards and training. Employees must follow this policy and protect personal data.



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13. Training

All staff will receive training in data protection responsibilities, secure data handling, and cyber security awareness.

14. Monitoring and Review

This policy will be reviewed annually by the Board of Trustees and updated as necessary to reflect legislative or operational changes.