

**Little Miracles**

The Spinney,  
Hartwell Way,  
Peterborough,  
Cambridgeshire,  
PE3 7LE

Registered Charity: 1160178



# Little Miracles Data Protection and Privacy Notice

Date reviewed – 6<sup>th</sup> January 2026

Date next review due – 4<sup>th</sup> January 2026



## 1. Policy Statement

Little Miracles Charity (the Charity) is committed to protecting the personal data of children, young people, families, staff, volunteers, supporters and partners. We recognise our responsibilities under the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and all associated legislation.

The Charity will ensure personal data is:

- processed lawfully, fairly and transparently
- collected for specified and legitimate purposes
- limited to what is necessary
- accurate and kept up to date
- retained only for as long as necessary
- stored and processed securely

## 2. Scope

This policy applies to all personal data processed by the Charity and all trustees, staff, volunteers and partner organisations acting on behalf of the Charity.

## 3. Contact Details and Data Protection Officer

Little Miracles Charity (the Charity)

The Spinney

Hartwell Way

Peterborough

PE3 7FG

Email: [data@littlemiraclescharity.org.uk](mailto:data@littlemiraclescharity.org.uk)

Telephone: 01733 262226

The Charity's Data Protection Officer (DPO) is:

Michelle King, Chief Executive Officer (CEO)

## 4. Categories of Personal Data

The Charity collects and processes information relating to families, beneficiaries, staff, volunteers, donors and supporters as required for lawful operation of the organisation.

## 5. Purposes for Processing Personal Data



Personal data will only be used to support charitable operations, safeguarding, HR, finance, service delivery and lawful administration.

## 6. Lawful Basis for Processing

Processing is carried out in accordance with UK GDPR under legitimate interest, legal obligation, contract, consent or vital interests.

## 7. Special Category Data

Where necessary, sensitive information such as health data or safeguarding information is processed securely and lawfully.

## 8. Data Sharing and Data Processors

The Charity will only share data where lawful and necessary.

The Charity uses the following key third party data processors to support safe and efficient operation of the organisation:

HubSpot – CRM and case recording

Xero – financial accounting and records

Make (Integromat) – secure workflow automation

Zapier – automation platform

Microsoft 365 – secure email and document storage

Jotform – secure digital forms and data capture

Stripe – donation payment processing

SumUp – payment processing

Eventbrite – event booking and ticketing

JustGiving – online fundraising platform

Airtable – database and organisational tools

LocalGiving – online donations platform

BreatheHR – HR system

Arkflux – case management

Bookalet – venue and activity booking

Ucheck – Disclosure and Barring Service (DBS) checks

All suppliers engaged as data processors are required to comply with UK data protection legislation and have appropriate technical and organisational security controls in place.



## 9. International Transfers

The Charity does not routinely transfer personal data outside the UK. Where this becomes necessary appropriate legal safeguards will be applied.

## 10. Data Retention

The Charity retains data only for as long as necessary, in line with safeguarding, HR, legal and regulatory requirements.

## 11. Data Security

Personal data is stored securely and only accessed by authorised personnel. Any breach will be reported and managed appropriately.

## 12. Individual Rights

Under data protection law individuals have the right to access, correct, delete or restrict their data, object to processing, and withdraw consent where applicable.

Requests may be made by contacting:

Email: [data@littlemiraclescharity.org.uk](mailto:data@littlemiraclescharity.org.uk)

Telephone: 01733 262226

Address: Little Miracles Charity (the Charity), The Spinney, Hartwell Way, Peterborough, PE3 7FG

The Charity will respond in line with statutory timescales.

## 13. Responsibilities

Trustees retain overall legal responsibility. Staff and volunteers must comply with this policy at all times.

## 14. Review

This policy will be reviewed annually and be updated as required.

