

CANOLFAN CEIRIOG CENTRE CYF

Company Registration Number: 4984871

Charity Registration Number: 1103898

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Digital Safety Policy

1. Policy Statement

The Canolfan Ceiriog CYF Trustees recognise the importance of digital safety in managing communication, safeguarding sensitive data, and maintaining a secure online presence. This policy sets out how trustees will ensure responsible and safe use of digital tools and platforms in all activities related to the charity's operation.

2. Scope

This policy applies to:

- Trustees
- Volunteers
- Contractors
- Anyone managing the charity's digital systems or communication tools

It covers the use of:

- Social media
- Email and messaging
- Cloud storage
- Websites
- Online meetings
- Data collection and processing tools

3. Objectives

- To promote safe and respectful digital communication.
- To protect personal and sensitive data.
- To prevent cyber threats and misuse of digital tools.

- To uphold safeguarding principles when children or vulnerable adults are involved in digital interactions.

4. Responsibilities

Trustees are collectively responsible for:

- Ensuring compliance with this policy.
- Keeping digital systems secure and regularly updated.
- Reviewing and approving the use of online platforms and tools.
- Appointing a **Digital Safety Lead** (or Data Protection Lead if appropriate).
- Reviewing digital risks at least annually.

5. Acceptable Use

All digital communications and platforms used in connection with Canolfan Ceiriog CYF must:

- Be respectful and inclusive.
- Avoid sharing personal data unnecessarily.
- Be free from offensive, discriminatory, or illegal content.
- Not be used for personal gain or political activity under the charity's name.

All official accounts (e.g., email, social media) must:

- Be password protected.
- Be accessed only by authorised individuals.
- Use strong, unique passwords stored securely (e.g., via a password manager).

6. Data Protection and Privacy

The trustees will ensure compliance with the **UK GDPR** and **Data Protection Act 2018**, including:

- Collecting only the data necessary for specific purposes.
- Gaining appropriate consent for communications and photography.
- Safely storing data using secure platforms (e.g., encrypted cloud storage).
- Honouring individuals' rights to access or delete their data.

7. Social Media Use

Social media accounts representing Canolfan Ceiriog CYF must:

- Be managed by approved trustees, staff or designated volunteers.
- Use clear and respectful language.
- Avoid publishing personal information without consent.
- Never engage in arguments or negative public exchanges online.
- Promote safeguarding and digital wellbeing.

8. Online Safety for Children and Vulnerable Adults

If digital activities involve children or vulnerable adults:

- A named **Safeguarding Officer** must be informed.
- Written consent must be obtained from a parent/carer.
- Appropriate supervision must be in place during online sessions.
- No one-to-one video calls should occur unless pre-approved and recorded or monitored.

9. Cyber Security

To reduce cyber risks, trustees and authorised users must:

- Use secure passwords and two-factor authentication where possible.
- Keep software and devices updated.
- Avoid using public Wi-Fi for charity administration tasks.
- Report any suspected phishing or breaches to the trustees immediately

10. Breaches of Digital Safety

Breaches of this policy — including unauthorised data access, online abuse, or digital misconduct — will be investigated by the trustees and may result in:

- Restricted access to digital tools.
- Reporting to external authorities (e.g. Information Commissioner's Office, police).
- Trustee review or removal in accordance with the charity's constitution.

11. Monitoring and Review

This policy will be reviewed annually, or in response to:

- A data breach or digital incident.
- Changes to data protection or digital safety laws.
- The charity significantly increasing its use of digital tools

This policy is fully endorsed by the Canolfan Ceiriog Centre Trustees

Trevor Bates (Chair)

June 2025