



DATA PROTECTION POLICY

The Data Protection Policy sets out how the Friends of Mill Road Cemetery ('the Friends') will ensure compliance with current data protection. This includes the processing of personal information about living identifiable individuals. The Friends will:

- Ensure all personal information is managed appropriately.
- Apply the data protection principles (see below).
- Fulfil the rights given to data subjects.
- Fulfil accountability obligations.
- Publish **data protection statements**.
- Apply appropriate retention periods for personal data.
- Provide adequate security measures to protect personal data.
- Ensure that the Friends of Mill Road Committee and any other relevant members are made aware of good practice in data protection.
- Ensure that everyone handling personal data knows where to find further guidance and/or support.
- Ensure that queries about data protection, internal and external to the organisation, are dealt with effectively and promptly.
- Regularly review data protection procedures and guidelines.

Data Protection Principles

The data protection principles state that personal data shall be:

- Processed (ie collected, handled, stored, disclosed and destroyed) fairly, lawfully and transparently. As part of this, the Friends must have a 'legal basis' for processing an individual's personal data;
- Processed only for specified, explicit and legitimate purposes;
- Adequate, relevant and limited;
- Accurate (and rectified if inaccurate);
- Not kept for longer than necessary; and
- Processed securely.