



DATA PROTECTION STATEMENT

This statement explains how the Friends of Mill Road Cemetery ('FOMRC') handles and uses information we collect about the Friends, and other supporters ('Friends'). We use your information for processes relating to the operation and activities of the FOMRC. We will retain your data indefinitely, or until you request us not to retain your data.

The legal basis for processing your personal data is that it is necessary for the purposes of our legitimate interests. The data controller is the FOMRC. If you wish to contact someone about data protection please e-mail friendsofmillroadcemetery@gmail.com

How your data is used by the FOMRC

The FOMRC collects and processes your personal data for a number of purposes, including:

- (i) Maintaining your personal details.
- (ii) Maintaining financial records (eg payment of membership fees and other payments to the Friends);
- (iii) Maintaining a record of your activities within the Friends;
- (iv) Communicating news and events relating to the Mill Road Cemetery including volunteering opportunities;
- (v) Communicating news and events relating to joint projects including those with other groups particularly in the community or local area;
- (vi) Alerting you to any other issues relating to connected with the FOMRC;
- (vii) Inviting you to make a donation to the FOMRC, and/or a specific project in the Mill Road Cemetery.
- (viii) Maintaining data to enable the Friends to research its own activities
- (ix) Maintaining data to manage complaints made to us.

Communications

If you are a new Friend we will ask you how you would like the FOMRC to communicate with you.

If you are already receiving communications you are able to request a change in how we communicate with you, or ask us to stop communicating with you by e-mailing friendsofmillroadcemetery@gmail.com

How we share your personal data

Personal data is not normally shared outside of the FOMRC. We may share some of your personal information with other parties to progress an enquiry, particular issue, request, or where the Friends are legally obliged to do so but where relevant and appropriate we will seek your consent beforehand.

Last up-dated June 2018