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**Friends of Loxley Cemetery General Data Protection Regulation (GDPR) Policy**

To comply with UK General Data Protection Regulation (UK GDPR) and the Data Protection Act of 2018, which protects the rights of individuals regarding the way an organisation collects, stores, uses and disposes of their personal data. Friends of Loxley Cemetery will adhere to the following policy: -

**1. Collection of data**

* Data collected from members will be names, addresses, contact telephone numbers and email addresses.
* The data will be used to communicate details of meetings, events, work sessions, matters of interest to members and to deliver the Friends of Loxley Cemetery newsletter.
* Photographs will be taken at events for printed and online publicity, recording of events. Contact details of the group secretary [Loxley.secretary@yahoo.com](mailto:Loxley.secretary@yahoo.com) will be included on all publicity should a person not wish to be photographed or wish for their images to be deleted later.

**2. Storage of data**

* The data will be stored securely on Google Drive in the form of one electronic spreadsheet.
* The Secretary and Treasurer the only officers with access to the data. The Secretary and Treasurer will also hold a printed copy of the membership list, filed securely.
* Email addresses will also be stored in the Friends of Loxley Cemetery email accounts contact list.
* All officers of the group will be required to destroy or delete all data that they hold on their own devices on leaving office. This will be recorded in the minutes of the group.
* Data will be collected and stored on paper at work sessions to record attendance and emergency contacts of volunteers present. This data will be held securely by the team leader.

**3.** Data will not be shared with any third parties unless required by law.

**4.** The data will be stored until members leave Friends of Loxley Cemetery or fail to renew their membership for two consecutive years, when their data will be deleted.

**5.** Members will have the right to have access to their data, to have their data corrected and to have their data erased at any time by contacting the group secretary: [Loxley.secretary@yahoo.com](mailto:Loxley.secretary@yahoo.com)

Signature (Chair)……………………………………………………………………………………………..

Signature (Secretary)………………………………………………………………………………..……..

Signature (Treasurer)………………………………………………………………………………………..

*19/07/2023*

*Anne Williams, Verity Brack*