

East Grinstead Memorial Estate Ltd

Policy No. 3 Data Protection & GDPR

Purpose of the Policy

- To comply with current Data protection and GDPR legislation
- To keep our data secure.
- To only retain personal data which is necessary for the charities business.
- To allow members access to, and control of, their personal information in accordance with UK GDPR.
- To share with members, and the wider public, as much information about our Charity as possible and practicable.

Policy

- To appoint a Data Protection Officer to set up and monitor systems that ensure compliance with these policies.
- Ensure data and records are not inadvertently lost, or accessed by others, by keeping them in a secure place. All personal records will be securely stored in the UK using Membermojo software which will act as our Data Controller.
- Only retain personal data that the charity need to manage the business, and to delete that data no more than 12 months after it becomes irrelevant.
- Ensure members have the right to access to their data.
- In certain circumstances to ensure members have the right to:
 - Erasure of their personal information.
 - Restrict the processing of their personal information.
 - Object to processing their personal information.
 - To ask that we transfer their personal information to another organisation, or themselves.
- Ensure we give members clear instructions on how they can exercise their right in accordance with this policy.
- Be as open as possible with the general public about the charities affairs (whilst recognising that at some times certain information may need to be restricted from view).
- Where possible hold documents in digital format (as this is considered more secure than paper records).
- Where possible, use function@egmel.co.uk, rather than personal, email addresses.

Responsibilities

- All Trustees

Approval

This policy was approved by the EGMEL Board on 16th January 2024
And an annual review is due on or before 28th February 2025



Lloyd Richards, Chairman