

# **Friends of Lister Lane Cemetery**

## **Privacy Policy**

The Friends of Lister Lane Cemetery (FoLLC) is committed to protecting the privacy of its members and being transparent about what information it holds. This Privacy Policy explains how it collects, stores and uses any personal data which is provided to FoLLC and how it communicates with you.

### **Who we are?**

FoLLC is a registered charity number 1097153 whose purpose is to promote the upkeep of the cemetery and to raise public awareness and appreciation of the cemetery as a place of historic interest.

### **What personal data we hold?**

Personal data is information which can be used to identify you.

We will collect personal data when you join FoLLC as a member. This personal data may include title, name, postal address, email address, landline and/or mobile telephone number. A record is kept of when subscriptions are paid and of any donation.

### **What we will do with the data?**

Personal data is only accessible to authorised members of the FoLLC Management Committee for the purpose of administering the affairs of the Friends group. The chief use for holding such data will be to forward members notification and documentation of General Meetings (AGM, EGM); membership subscription renewals; and notice of activities and events.

FoLLC will not sell or share members' personal data with any third-party organisation except as required by law.

### **How we will store the data?**

Personal data is stored on a database, copies of which are held on the personal computers (PC) of the Honorary Treasurer and the Honorary Secretary. The data is not encrypted; however, PC software is kept up-to-date and the PCs are protected by both a software firewall and specialist protection software.

FoLLC will keep membership details for as long as a person remains a member. Financial information may have to be retained for longer periods to satisfy any regulatory requirements.

If and when FoLLC disposes of a member's personal data, it will always be done securely.

In the event of a data breach, FoLLC will endeavour to advise any person affected and the Information Commissioner's office (ICO) within three days of the data breach becoming known.

### **How you can access and update your information?**

Members have the right to access a copy of the personal information which FoLLC holds about them and to have any inaccuracies in the information corrected; They

also have the right to request FoLLC to erase their personal information, to request FoLLC to restrict the processing of their personal information or to object to FoLLC processing their personal information.

Members may exercise any of their rights in relation to their personal data by contacting the Honorary Secretary by post to the Secretary, The Friends of Lister Lane Cemetery, c/o 129 Siddal Lane, Siddal, Halifax, HX3 9JS.

Members have a right to object to the ICO if they feel that FoLLC is not handling their data in a satisfactory manner.

### **Communication**

FoLLC will ask members to provide their formal consent to receive communications either electronically or by hard copy through the post. Members can change their communication preferences or withdraw their consent to be contacted at any time by contacting the Honorary Secretary.

### **Website**

The FoLLC website (<http://www.listerlanecemetery.co.uk/>) does not store any personal information within it. The website contains links to other websites and FoLLC are not responsible for the privacy policies or practices of third-party websites.

### **Further information**

For further information about data protection and your right please visit the Information Commissioner's Office at <https://ico.org.uk/>

*This Privacy Policy will be displayed on the Friends of Lister Lane Cemetery website and will be subject to periodic review.*