**Friends of Guys Marsh Prison**

**Charity Number 1168102**

**General Data Protection Regulation**

Friends of Guys Marsh Prison (FOGM) is committed to ensuring all data held is processed and administered in-line with current laws and charity commission guidelines

The policy’s purpose is to:

* Safeguard and monitor the use of personal data that is held by FOGM
* FOGM will ensure that all personal data it holds will be processed lawfully, fairly and in a transparent manner. Conforming to all the guidelines of the GDPR act(s)
* Individuals who are interested in FOGM and wish to be kept informed will give their consent via a letter sent from the Chair
* FOGM will only communicate with “Friends” using the medium of their choice
	+ Details of the guide can be found at the government web site

[Right to be informed | ICO](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-be-informed/)

* On issue of the annual FOGM newsletter it will include a consent form for the following year
* FOGM **will not** share any data with a third party
* Personal data is only shared with trustees who require it: Chair, Treasurer and communications secretary
* FOGM will make its GDPR policy available via the web site [www.friendsofguysmarsh.co.uk](http://www.friendsofguysmarsh.co.uk)
* In the event of a breach the nominated trustee will immediately notify the Information Commissions Office