

Information Rights Policy

Introduction

This document sets out the manner in which the Commonwealth War Graves Commission and its staff will handle the information that is obtained from members of the public with regard to information rights. Wherever possible, the Commission will make information available to the public through our website, leaflets and on request. The publication of some material that we hold may be restricted because it is confidential or commercially sensitive.

We hold personal information about individuals to deliver our core functions, to initiate projects, to engage in commemoration activities or promotional activities to highlight the work of the Commission. Members of the public should be assured that this policy will be implemented through setting appropriate policies, standards and procedures for Commission staff in relation to the handling of their personal data.

The Commission will handle personal data in accordance with the General Data Protection Regulation. We will address any risks to your privacy or rights when we are planning to use your information in new ways, such as if we are developing a project. We will take action if staff or third parties contracted to provide services on behalf of the Commission misuse your personal data.

Your information

Individuals whose personal data is held by the Commission or Foundation have certain rights over the manner in which the information is used. These rights have been summarised below:

Information – you have a right to clear and transparent details regarding how we use your data. This information can be found in our privacy notice.

Access – you may obtain a copy of the information that we hold about you. You are only entitled to receive personal data about yourself and we will need to verify your identity beforehand.

Rectification – The Commission will take steps to rectify your information if it is inaccurate.

Erasure – If you no longer want the Commission to retain your personal details you may request that we delete them. In some circumstances we are required to keep records so we will let you know if we cannot meet your request and why.

Restriction – Rather than deleting your information, you may request that we simply stop processing it.

Portability – if you provide us with your personal data, the Commission will ensure it is held in a common format, so that if you ask us to transfer it elsewhere we can meet this request.

Objection – You may object to the Commission processing your personal data for its legitimate purposes; direct marketing; or historical research and statistics. We will address each objection on a case by case basis and let you know what action we will take accordingly.

If you would like to exercise any of the above rights please email dpo@cwgc.org

We will acknowledge your request within 2 working days and let you know what action we are taking to progress the matter for you and the expected timeframe.