

# MERCY CORPS EUROPE STATEMENT ON DATA PROTECTION: A PERSON'S RIGHTS

## Data Protection Principles

The General Data Protection Regulation (GDPR) and the Data Protection Act 2018 require all organisations that process personal data to comply with six enforceable principles regarding privacy and disclosure. These principles are that data shall be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary
- Accurate and, where necessary, kept up to date
- Kept for no longer than is necessary
- Processed in a manner that ensures appropriate security

## Your Rights

The GDPR and the Data Protection Act 2018 strengthen the rights that you, as a data subject, have in relation to the personal data that Mercy Corps holds about you. These rights are:

- Right of access – you can make a 'subject access request' for a copy of the information we hold about you (see below)
- Right to rectification – you can instruct us to correct any personal data we hold about you that is inaccurate
- Right to erasure ('right to be forgotten') – you can ask for us to destroy any personal data that we hold about you
- Right to restrict or object to processing – in some circumstances, you can place restrictions on, for example, who can access your data or who we share it with

## Subject Access Requests

Article 15 of the General Data Protection Regulation and section 45 of the Data Protection Act 2018 provide a right of access to the information that we hold about you.

You can submit a subject access request by emailing:

[mce-dataprotection@mercycorps.org](mailto:mce-dataprotection@mercycorps.org)

If you want to post your request to us the address is:

Data Protection  
Mercy Corps Europe  
40 Sciennes  
Edinburgh EH9 1NJ  
UK



A letter or email giving your full name and address and any other details to help identify you and the data you want. If we need more information to help identify you correctly, we will get back in touch with you.

Please also include details of previous addresses if those are the ones of which we will have a record. That will help us ensure that we can identify the information that relates to you.

A copy of a letter template that is on the (Information Commissioner's office) ICO's website is attached for assistance.

If you need any further advice or guidance, please either email us or call 0 (44)131 662 5160 and ask to speak to the Director of Compliance, Governance and Risk.

All subject access requests will be responded to within a month.

#### Enforcement of the GDPR and the Data Protection Act 2018

The GDPR and the Data Protection Act 2018 are enforced by the Information Commissioner's Office (ICO). If you are unhappy in any way with how we have dealt with your request, you can contact the ICO at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 or 01625 545 745

Website: [www.ico.org.uk](http://www.ico.org.uk)