LML

Data Sharing Principles

External Document

January 2022
When LML receives, uses or shares data, including special category data it will comply with the data protection principles in the GDPR:

**Lawfulness, fairness and transparency**

We will describe and document the lawful basis for using the data, ensuring special category data receives the extra protection required. We will only process data in the way we have described and agreed.

**Purpose limitations**

We will only obtain data for specified, explicit and legitimate purposes. Data will only be used for a specific processing purpose that the client has been made aware of and no other, without further agreement.

**Data minimisation**

We will only collect the data we need for the task.

**Accuracy**

We will, work to ensure all data is kept accurate and, where necessary, up to date.

**Storage limitations**

We will only keep data that identifies individuals for as long as necessary. We will de-personalise it as soon as possible in line with our retention, review and deletion policy.

**Integrity and confidentiality**

We will share, keep, store and delete data securely and protect it against unlawful processing, accidental loss, destruction or damage. We will identify, document, assess and minimise any potential risks to data subjects through Data Protection Impact Assessments (DPIAs) where necessary.

**Accountability**

We take responsibility for complying with the data principles and have appropriate processes and records in place to demonstrate our compliance.