

# **BARKING & DAGENHAM FAITH FORUM**

## **GDPR Policy**

### **Introduction**

The Barking & Dagenham Faith Forum is committed to being transparent about how we collect and use personal data, and to meeting our data protection obligations. This policy sets out our commitment to data protection, and individual rights and obligations in relation to personal data.

This policy applies to, but is not limited to, the personal data of consultants, volunteers, donors and programme participants. This policy does not apply to data relating to public or professional organisations which is processed for business purposes.

### **Definitions**

Personal data - is any information that relates to a living individual who can be identified from that information. Processing is any use that is made of data, including collecting, storing, amending, disclosing or destroying it.

Special categories of personal data - means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and biometric data.

Criminal records data - means information about an individual's criminal convictions and offences, and information relating to criminal allegations and proceedings.

### **Data protection principles**

In line with the General Data Protection Regulation (GDPR) 2018 principles, BDFFF will ensure that personal data is:

1. Processed lawfully, fairly and in a transparent manner
2. Collected only for specified, explicit and legitimate purposes, and this reason will be communicated to the individual in a transparent manner
3. Processed only where it is adequate, relevant and limited to what is necessary for the purposes of processing
4. Accurate and all reasonable steps are taken to ensure that inaccurate personal data is rectified or deleted without delay
5. Only kept for the period necessary for processing
6. Secured, and protected against unauthorised or unlawful processing, and accidental loss, destruction or damage.

BDFE will tell individuals the reasons for processing their personal data, how we use such data and the legal basis for processing in Privacy Notices. We will not process personal data of individuals for other reasons. Where BDFE relies on legitimate interests as the basis for processing data, we will carry out an assessment to ensure that those interests are not overridden by the rights and freedoms of individuals.

BDFE will update personal data promptly if an individual advises that their information has changed or is inaccurate.

BDFE keeps a register that provides details on the personal data processed by the organisation. This register is updated annually.

## **Individual rights**

As a data subject, individuals have several rights in relation to their personal data, which are:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

## **Subject access requests**

Individuals have the right to make a subject access request. If an individual makes a subject access request, BDFE will tell them:

- whether or not their data is processed and if so why, the categories of personal data concerned and the source of the data if it is not collected from the individual;
- to whom their data is or may be disclosed, including to recipients located outside the European Economic Area (EEA) and the safeguards that apply to such transfers;
- for how long their personal data is stored (or how that period is decided);
- their rights to rectification or erasure of data, or to restrict or object to processing;
- their right to complain to the Information Commissioner if they think BDFE has failed to comply with their data protection rights; and
- whether or not BDFE carries out automated decision-making and the logic involved in any such decision-making.

BDFE will also provide the individual with a copy of the personal data undergoing processing. This will normally be in electronic form if the individual has made a request electronically, unless they agree otherwise.

To make a subject access request, the individual should contact BDFF on [info@bdfaitforum.org.uk](mailto:info@bdfaitforum.org.uk). They will be asked to fill out a subject access request form and be asked to provide two proofs of identification. It is only once these have been provided can the request be processed. BDFF will respond to a request within a period of one month from the date it is received as per GDPR guidelines.

## **Data security**

F&BF takes the security of personal data seriously. F&BF has internal policies and controls in place to protect personal data against loss, accidental destruction, misuse or disclosure, and to ensure that data is not accessed, except by Officers in the proper performance of their duties.

## **Data breaches**

If BDFF discovers that there has been a breach of personal data that poses a risk to the rights and freedoms of individuals, it will report it to the Information Commissioner within 72 hours of discovery.

BDFF will record all data breaches regardless of their effect. If the breach is likely to result in a high risk to the rights and freedoms of individuals, it will tell affected individuals that there has been a breach and provide them with information about its likely consequences and the mitigation measures it has taken.

## **Individual responsibilities**

Individuals are responsible for helping F&BF keep their personal data up to date. Individuals should let BDFF know if their data changes, for example if an individual move to a new house or changes bank details.