

Data Privacy Statement

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Bristol Multi Faith Forum

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Introduction

This document

This Data Privacy Statement has been produced by the Bristol Multi Faith Forum ('BMFF' or 'we'). It has been produced in response to the General Data Protections Regulations ('GDPR') which came into effect on 25 May 2018.

We hold information about some people ('data subjects' in the language of GDPR, or 'you'), and this document tells you what we think you need to know about the information we hold about you.

You can find a list of the abbreviations used in this document in the appendix, 'Abbreviations used in this document'.

Further information

Further information about the BMFF, the personal data we hold and what we do with it can be found in the BMFF Data Protection Policy and the BMFF Data Register, both of which are available on the web site.

If you need to know (or would like to know) something which is not included in one of these documents or is not clear, please let us know. Our contact details can be found on the web site.

Changes

We may change this Data Privacy Statement at any time; this may be done to clarify what has been said, to address details which were not previously covered, to respond to changes in the legislation or in interpretation of the legislation, or for some other reason.

The BMFF Data Privacy Statement is contained in the most recent published version of this document and is available on the BMFF web site, details of which can be found in the appendix, 'Contact details'. The version number is given on the front page, and the version date is given at the foot of every page.

Updates to this policy are effective immediately; notification of a new version will be provided on the web site and may also be given in other ways. We will continue to make old versions of this document available for two years, to enable you to compare the changes which have been made.

About us

The BMFF seeks to:

- give a voice to people of faith, faith communities and faith based organisations;
- serve as a forum for faith communities to enter into dialogue with each other

- and with relevant organs of the statutory, private and voluntary sectors;
- develop and nurture leadership in the faith communities, in partnership with those communities; and
 - be a platform for focus on commonalities and shared objectives amongst the faiths.

The BMFF primarily works to assist in the building of strong communities by developing healthy relationships between all those involved in the faith communities, and between them and the wider organisations, systems and structures of the city.

The Steering Group, elected at the AGM each year, decides policy and makes strategic decisions for BMFF, including decisions about data storage and processing. This means that, in the language of GDPR, the Steering Group is the Data Controller ('DC').

All members of the Steering Group are responsible for ensuring that we operate both morally and legally (which includes complying with the GDPR), but one member of the Steering Group will take a special interest in and responsibility for data protection (one aspect of which is data privacy) and will handle the day to day data protection activities. In the language of the GDPR, this person is the Data Protection Officer ('DPO'). The DPO reports to the Steering Group and is the initial point of contact for issues related to data protection, but the Chair of the Steering Group can be the point of contact if the DPO is unavailable or not appropriate for some reason. Names and contact details for the Chair and the DPO can be found on the web site.

Personal Data

Collection

When personal data is collected from individuals, we will inform them why their data is being collected and how it will be used; we will also provide them with access to our Data Privacy Statement, Data Register and full Data Protection Policy.

When personal data is collected at an event through the use of a sign-up sheet, we will provide alongside the sign-up sheet the text of our Data Protection Summary (see below), which will also inform people of more secure ways they can provide their information.

The sign-up sheet will be stored securely and saved in the appropriate data store at the earliest opportunity. Once the data has been saved and backed up, the original sign-up sheet will be destroyed.

One piece of personal data which we collect is 'Religion': this is necessary for our monitoring purposes, as we are required to engage with all the faith communities in Bristol. This data collection is permitted under Article 9(2)(e) of the GDPR, because we only collect this information when it has been "manifestly made public by the data subject".

Sign-up sheet

On the sign-up sheet, we have the following statement.

If you would like to receive our newsletter and occasional notifications or reminders of events and items of interest, please enter your details and tick the relevant boxes. Please see our Data Protection Summary for more details and for other ways to give us your information.

Data Protection Summary

We comply with all relevant legislation concerning personal data. We keep it secure and only authorised BMFF workers have access to it. We do not give, sell or provide access to it to any other organisation or person.

While the BMFF does not at present have a formal membership, if you let us have your details, we will treat you as we would a member, and ensure that we let you know about our AGM.

If you are interested in our work and would like to receive our newsletter and occasional notifications or reminders of events and items of interest, please let us know in one of the following ways:

- you can fill in the relevant parts of a sign-up form;
- you can complete the form on the BMFF web site; or
- you can give your details to a BMFF worker.

You can read our full Data Privacy Statement on the BMFF web site, or ask for a copy from the BMFF office. Our contact details are:

- *[the current contact details will be inserted here]*

Complaints

If you are unhappy with some aspect of the way we have stored or used your information, you can make a complaint.

- We would appreciate being notified informally of any problem or criticism, to enable us to rectify it as quickly as possible. You are not required to do this.
- A complaint about your data should, where possible, be addressed to the DPO.
- If the DPO or other BMFF workers cannot satisfy you, the next stage is to address your complaint to the Care Forum.
- If your complaint has still not been resolved, you can contact the ICO.

Appendices

Abbreviations used in this document

- BMFF: Bristol Multi Faith Forum

- DC: Data Controller
- DPO: Data Protection Officer
- GDPR: General Data Protection Regulations

Contact details

We can be reached:

- by telephone on 07789 040267;
- by email at info@bristolmultifaithforum.org.uk; or
- online at <http://bristolmultifaithforum.org.uk>, where you can find other ways to contact us.

Legislation

We aim to comply with all relevant legislation, including the following.

- Data Protection Act (2018). This replaces the previous Data Protection Act (1998). It incorporates the EU GDPR into UK law and makes provision for a number of related legal areas which fall outside the direct scope of GDPR.
- Privacy and Electronic Communications Regulations (2003).

Web site: <http://www.mad-bristol.org.uk>
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