

# **INFORM (Information Network Focus on Religious Movements)**

## **PRIVACY POLICY**

### **1. OVERVIEW**

#### **1.1 SUMMARY**

- Inform is committed to protecting and respecting your privacy in compliance with the Data Protection Act and EU General Data Protection Act (GDPR). This policy sets out the basis on which we will use any personal data that we collect from you or that you provide to us by using our website.
- The data controller is Inform, c/o Dept. of Theology and Religious Studies, Virginia Woolf Building, 22 Kingsway, London WC2B 6LE, United Kingdom. This means that Inform alone determines how it will use your personal data in relation to the services that it provides to you.
- We are committed to using information about you fairly and transparently. The aim of this document is to explain what we do with your data. If you are unsure about how we are handling information about you, please feel free to ask us.

#### **1.2 AIMS OF THIS POLICY**

The general aims of this policy are to:

- Explain how and why Inform collects, uses and, with your agreement, discloses personal information, and what choices you have with respect to the information
- Ensure that Inform complies fully with the GDPR
- Assist Inform to follow best practice in complying with the GDPR
- Protect the rights of Inform's data subjects
- Safeguard Inform against threats to the security of its data

#### **1.3 CHANGES TO THIS POLICY**

We may occasionally change this privacy policy; but if we change it in a way which significantly alters the terms, we will notify you of the change on our website, and you will be deemed to have accepted such changes. This privacy policy was agreed in May 2018.

### **2. YOUR DATA**

#### **2.1 WHAT PERSONAL DATA DO WE HOLD ON YOU?**

Depending on the kind of interactions that you have with us, we may hold the following personal data on you:

- Your name
- Your address (home or work, depending on what information you have provided us with)
- Your email addresses
- One or more telephone numbers
- Communications we have had with you

## 2.2 WHY DO WE HOLD YOUR DATA? WHAT IS OUR LEGAL REASON FOR DOING SO?

<b>What we use your information for</b>	<b>Our reason for having your personal data</b>	<b>Our legitimate interest</b>
Keeping you informed about our activities and outputs, or seeking your assistance with our research	To assist us to meet our charitable objectives of collecting, assessing and disseminating information about minority religions	Keeping our records up to date; Ensuring the widest possible diffusion of information about Inform's work; Having access to the widest possible network of contacts who can help us with our work; Being efficient about how we fulfil our legal duties; Having appropriate security and safeguards
Processing your donations, your payments for attending events, and your purchase of publications	Processing and acknowledging your donations and payments	Having appropriate security and safeguards
Responding to enquiries	To respond promptly and fully to enquiries	Our need to respond to enquiries

## 2.3 FOR HOW LONG DO WE KEEP YOUR DATA?

- We will not hold information about you in our database for longer than is necessary, unless we are required to do so to comply with any legal obligation.
- Inform will continue to hold your data unless and until:
  - a) you ask us to remove it;
  - b) we believe that you are no longer interested in Inform's work; or
  - c) we no longer need it for the purposes for which it was collected.
- We always think about your best interests when we apply retention rules to our systems and are always happy to remove your data at your request.

## 2.4 HOW DO WE SECURE AND MAINTAIN YOUR DATA?

- Inform takes confidentiality very seriously, and all staff have to sign a confidentiality agreement. We would never divulge any personal information without the person's explicit agreement. The only occasion when we might have to do so is when ordered by a court of law, but even then, we would be prepared to fight (and have successfully fought) in court to preserve the confidentiality of the information provided to us.
- We take all reasonable steps that are necessary to ensure that your data is secure and protected from unauthorised and unlawful access. All personal data is password-protected if in the form of electronic records, or under lock and key if held as paper records.
- Transmission of information via the internet is not completely secure. Although we do our best to protect any personal data transmitted to us, we cannot guarantee the security of any device you use to transmit the data. Transmission is therefore at your own risk.

### 3. WHAT ARE YOUR RIGHTS? HOW CAN YOU ACCESS YOUR DATA?

Right of access	You have a right to ask for access to the information we hold about you. If you would like to exercise this right you should contact us by email at: <a href="mailto:inform@kcl.ac.uk">inform@kcl.ac.uk</a> .
Right of rectification or erasure	<p>If you think that any data that we hold about you is inaccurate you have the right to ask us to correct or rectify it. You also have a right to ask us to erase information about you where you can demonstrate that the data that we hold is no longer needed by us, or if you withdraw the consent upon which our holding the data is based, or if you believe that we are using your data unlawfully.</p> <p>Your right of rectification and erasure extends to anyone to whom we have disclosed your personal information; and we will take all reasonable steps to inform those with whom we have shared your data about your request for rectification or erasure.</p>
Right to restriction of use	You have a right to request that we refrain from using your personal data in any way if you contest its accuracy; if you believe the use to be unlawful; or if we are in dispute about the legality of its use.
Right to 'portability'	You have a right to receive any personal data that you have provided to us in order to transfer it to another data controller where the use of the data is based on consent and is carried out by automated means. This is called a data portability request.
Right to object	You have a right to object to our use of your personal data.
Right to withdraw consent	You have the right to withdraw your consent for the use of your personal. You can do so by contacting us, and we will immediately mark our records accordingly. This will then take effect as soon as possible.
Right of complaint	You have a right to lodge a complaint with the Office of the UK Information Commissioner (ICO) about any aspect of how we handle your data. The ICO can be contacted at <a href="http://www.ico.org.uk">www.ico.org.uk</a> .

### 4. HOW TO CONTACT INFORM

If you would like more information about this policy, please contact Inform's Data Protection Officer at: [inform@kcl.ac.uk](mailto:inform@kcl.ac.uk). Alternatively, you can call Inform's office on 020 7848 1132.