The Brighton & Hove
Interfaith Contact Group

Data Protection Policy

Context

The data the Interfaith Contact Group (IFCG) holds records on 'Friends' and members which consists of name and address, date joined the organisation, subscription amount paid/due and any additional donation made. Where applicable we also hold telephone number, e-mail address and religious affiliation details. The IFCG's records are kept both electronically and in paper form. Both are covered by legislation.

Data Manager

The Data Manager is the Membership Secretary.

Procedures

The data is held by the Membership Secretary and is kept on a computer securely in a private residence. A backup of the data is held on a memory stick which is also held at the Membership Secretary's private residence. The information may be shared with other IFCG Executive Committee Members to prepare newsletters, fund-raising events etc. Any copy of the information will be deleted or shredded once it has been used for the specific purpose for which it was requested. The data is held in complete confidence and only used for the purpose of providing members with information and activities associated with the IFCG. It is not shared with any other organisation or third party and will not be used for any other purpose, either by the Data Manager or by other members of the IFCG Executive Committee.

Names are only added to the data list when they have joined as members. Names will be removed, either when someone requests that their details are removed, or fails to pay the annual subscription On request by a Member, the Membership Secretary will send them an extract of their Membership records and request amendments

Members and friends of the IFCG email addresses are also held on IFCG account with the email marketing company "Brevo". The account is held in the name of Anthea Ballam, who is on the IFCG Executive Committee. Access is restricted to Anthea and the Membership Secretary. The members and friends email addresses held on this system are not passed on to any other organisation, third party or individual. Friends and members have the option of unsubscribing from the IFCG "Brevo" email account and asking for their email address to be deleted from the account.

Data breaches will be reported by the Membership secretary to the Chair and Secretary. If it is likely that a breach will cause a risk to people's rights and freedoms then the Information Commissioner's Office must be notified; if it is unlikely to cause a risk to rights and freedoms then the breach does not have to be reported. However, if it is decided by the Chair and Secretary not to report the breach, the reason will be recorded and the documentation held by the Membership secretary

If the breach is likely to result in a high risk of adversely affecting individuals' rights and freedoms, the individuals concerned will be informed by the Membership secretary without undue delay.

Review This policy will be reviewed every 3 years. It was last reviewed and agreed by the IFCG Executive Committee on August 19th 2025.