**Redbridge Faith Forum Privacy Policy**

**Consent**

By using the website, you consent to the collection and use of your personal information in the manner set out in this notice.

The website may, from time to time, contain links to and from the websites of other organisations. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

**Purpose**

The purpose of this Privacy Notice is to explain what personal informatio**n** we collect.

**Who are we?**

Redbridge Faith Forum is a registered charity (number 1118675). It is our policy to respect the confidentiality of personal information and the privacy of individuals.

**How we use Personal Information**

Redbridge Faith Forum only collects personal data which is necessary to provide you with the services required and keep you up to date with the latest events and news. Personal information that we collect will include your name, contact details (phone numbers, email address and residential address) as well as any other personal information relating to you that you supply to us. The data will not be shared with any third parties.

Except where stated otherwise, at the time of personal information being submitted, it is only processed for the purposes for which you have submitted it to us. This list is not definitive and could change if our business, legal or regulatory needs change.

**Why do we collect information and how will it be used?**

In order to deliver our services to our supporters and faith communities in Redbridge and keep them updated on news and events. If you give us information on behalf of someone else, you are confirming that you have given them the information about Redbridge Faith Forum and that they have agreed and given consent for us to use their information in the way our organisation operates.

**Why is it being collected?**

We are collecting, recording and storing your personal data to communicate our initiatives, our events and general news.

**Personal Information and Rights**

The information about any rights that are available to you in relation to the personal information we hold about you is set out below.

 **Access**

If you ask us, we will confirm whether we are processing your personal information and, if so, provide you with a copy of that personal information (along with certain other details). If you require additional copies, we may need to charge a reasonable administration fee.

**Rectification**

If the personal information we hold about you is inaccurate or incomplete, you are entitled to have it rectified.

**Opting Out**

You can ask us to delete or remove your personal information in certain circumstances such as where we no longer need it or you withdraw your consent..

**Processing Restrictions**

You can ask us to ‘block’ or suppress the processing of your personal information in certain circumstances such as where you contest the accuracy of that personal information or object to us processing it. It will not stop us from storing your personal information though. We will tell you before we lift any restriction

**Objection**

You can ask us to stop processing your personal information, and we will do so if we are: Relying on our own or someone else’s legitimate interests to process your personal information except if we can demonstrate compelling legal grounds for the processing; Processing your personal information for direct awareness, news, information regarding events.

**Changes to this privacy statement**

## We will keep this privacy statement under regular review.

## Complaints

## We hope that you will never need to, but if you do want to complain about our use of personal data, please send an email with the details of your complaint to faith.forum@redbridge.gov.uk. We will look into and respond to any complaints we receive within the necessary time frame.