

BIMA PRIVACY POLICY

The privacy and security of your personal information is extremely important to us. This Privacy Policy explains how and why we use your personal data, to make sure you stay informed and can be confident about giving us your information.

We'll keep this page updated to show you the things we do with your personal data. This Policy applies if you are a supporter (member, associate or student member, volunteer employee,) or use any of our services including attending events, visit our website, email, call or write to us.

We'll never sell your personal data and will only share with organisations we work with when it's necessary and the privacy and security of your data is assured.

If you have any questions in relation to this Privacy Policy or how we use your personal data please contact us at the mail or email address below.

Who we are

BIMA is a UK registered charity (no. 1147274) that was formed by a group of experienced mediators and arbitrators, from diverse religious and occupational backgrounds, to promote the use of alternative dispute resolution in faith-based and/or culture-based conflict situations. We see the diversity of our members as a key strength in meeting the needs of conflict resolution in a multi-cultural and multi-faith world.

Our activities include:

- holding and sometimes collaborating with others to stage high-impact and unique events
- training and Consulting (within and outside the UK)
- conflict resolution (Faith and non-faith based disputes within and outside the UK)

The information we collect about you

Your personal information (information which identifies you or which can be identified as relating to you personally eg your name, mailing address, telephone number, email address, photographs, bank details.)

We may also collect information about donations you make (including whether they are Gift-Aided), events that you register for or attend, relating to and in order to provide services to you and details of our contact with you.

We may also collect additional information about you if you apply to be a BIMA member and while you are a Member eg professional or student status and experience, references and other personal information which you choose to share with us eg CVs (see "special categories of personal data" below).

When we may collect information:

When you:

- enquire about being or apply to be a member (of any category) and in order to administer or in connection with your membership
- register for or attend one of our events

- enquire about or collaborate with us
- make a donation
- enquire about or use our services
- communicate with us, including making enquiries
- ask us to include your personal information on our website
- host or otherwise support one of our events, including as a speaker or providing a venue.
- provide feedback on our training, events and services
- if you volunteer then we may collect additional information about you if appropriate and relevant to the volunteer role eg DBS checks (for safeguarding purposes), details of emergency contacts.

We'll only collect the personal data we need.

Special Categories of Personal Data (Sensitive Information)

This is information that is more sensitive such as race and ethnicity, religious beliefs and information about your health.

Sensitive information may be provided by you for example if attending an event and you tell us about accessibility needs or dietary requirements.

Due to the nature of, in pursuance of our objectives and activities, we may also ask you for information about your religious beliefs, if any.

Due diligence

In order to protect our reputation and comply with certain legal and regulatory obligations, we may carry out due diligence checks on you from publicly available sources if you wish to make a significant donation to us or become a Full Member.

Our legal basis for using your information

The legal basis depends on the circumstances in which we collect and use your personal information:

- where you have provided your consent (which you may withdraw at any time by notifying us);
- where it is necessary to perform an agreement with you in connection with our services;
- to comply with a legal or regulatory obligation;
- where it is in our legitimate interests including to contact you regarding your membership, to inform you of our events and for the management of those events.

How we use your personal data:

- to consider and respond to an application for membership
- to administer and contact you about your membership
- to provide you with information about us, our events and services, including training events
- to ask for your support eg to provide a venue for or speak at an event
- to keep a history of your support, including donations made, or notified by you as intended, events/training booked or attended
- to create a record of your interests, preferences, professional or student status and experience.
- to comply with our legal and regulatory obligations
- to comply with our contractual, legal and management responsibilities from job applicants and employees and volunteers
- to publish it on our website and training/event materials where relevant to the training/events, eg where you are a speaker.
- to carry out research, including by analysing feedback on your experience with us

Marketing communications

Where we have your consent, we may contact you:

- to provide you with information, including about events, provided by third parties where we think this will be of interest to you;
- to invite you to make a donation.

How we will contact you

For the majority of our communications with you, we will contact you by the form of communication that you have chosen (email, text, phone, mail).

We would prefer to contact you by email as this is easier, faster and uses less resources.

In some circumstances, such as where you are a member or donor, we are obliged to contact you in certain circumstances eg in connection with your membership or donation.

If you want to update or amend your personal data or contact preferences, please contact us at the mail or email address below.

Disclosure of and Sharing Personal Data

We do not sell or share your personal information for other organisations to use. Except as indicated below, we only share your information if you have asked us to or you have consented or where we believe we are under a legal or regulatory duty to do so (for example in relation to Gift Aid). We may share:

- with our contractors, advisors or consultants including for website hosting

- to those providing premises and facilities for our events and training courses
- with selected Members in connection with an enquiry about our services or in the course of using our services or those of our Members.
- to include your name and email address on delegate lists
- publish the names of our members (and Trustees) on our website

Security of your data

The security of information is important to us. We operate measures to ensure that it is kept secure.

Data is stored within the European Economic Area.

Keeping your Information

We will only keep your information for as long as it is needed for the purposes for which it was collected for. The length of time will depend on the information in question, what it is being used for and sometimes, legal or regulatory requirements.

Cookies

The bimagroup.org website may place and access certain Cookies on your computer. This website is hosted using a service from Squarespace.com. BIMA uses Cookies to improve your experience of using the website and to improve our range of services. BIMA has carefully chosen these Cookies and has taken steps to ensure that your privacy is protected and respected at all times. BIMA has chosen to switch off all analytical and performance related cookies available on the Squarespace platform.

All Cookies used by this website are used in accordance with current UK and EU Cookie Law.

Before the website places Cookies on your computer, you will be presented with a message bar requesting your consent to set those Cookies. By giving your consent to the placing of Cookies, you are enabling BIMA to provide a better experience and service to you. You may, if you wish, deny consent to the placing of Cookies; however certain features of the website may not function fully or as intended.

| Type of Cookie | Purpose |
|----------------------------|--|
| Strictly necessary cookies | These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website, use a shopping cart or make use of e-billing services. |
| Functionality cookies | These are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences (for example, your choice of language or region). |

You can find a list of Cookies that we use in the Cookies Schedule at the end of this document.

You can choose to enable or disable Cookies in your internet browser. By default, most internet browsers accept Cookies but this can be changed. For further details, please consult the help menu in your internet browser.

You can choose to delete Cookies at any time; however you may lose any information that enables

you to access the website more quickly and efficiently including, but not limited to, personalisation settings.

It is recommended that you ensure that your internet browser is up-to-date and that you consult the help and guidance provided by the developer of your internet browser if you are unsure about adjusting your privacy settings.

For more information generally on cookies, including how to disable them, please refer to aboutcookies.org. You will also find details on how to delete cookies from your computer.

Other websites

Our website may contain links to other websites. This Privacy Policy only applies to our website and activities, so when you visit other websites you should read the privacy policies for those other websites.

Subject Access Requests

If you would like to obtain a copy of the personal information we hold about you, please contact us at the mail or email address below.

We may ask you for further information including to help us confirm your identity.

Your other Data Protection Rights

Where we are using your data on the basis of consent, you may withdraw that at any time by contacting us at the mail or email address below.

You have further rights, including:

- to change your personal information if it is incomplete or inaccurate;
- to request the deletion or removal of your personal information in certain circumstances, including where it is no longer necessary for us to hold it for the purposes for which we were processing it;
- to restrict our processing of your data if there is disagreement about its accuracy or legitimate usage;
- to move, copy or transfer your personal data easily and safely from one IT environment to another in some circumstances;
- to object to processing based on legitimate interests including profiling and direct marketing from us.

Please note that not all these rights may be exercised in all circumstances. Information about your rights is available from the Information Commissioner's Office:

<https://ico.org.uk/for-the-public>

What to do if you're not happy

Having good relationships and constructive dialogue is a BIMA core value. Please contact us in the first instance as we would like to be able to resolve all issues directly.

If you are unhappy with the way we have handled your complaint, you have the right to contact the Information Commissioner's Office:

<https://ico.org.uk>

Changes to this Privacy Policy

This Privacy Policy may change from time to time. Please visit our website periodically to keep-up-to-date with any changes.

This version of the Policy is dated -- July 2018

Contact us:

In writing:

BIMA

The Base,

The Dartford Business Park,

Victoria Road,

Dartford.

Kent DA1 5FS

Email: info@bimagroup.org

Cookie Schedule

Below is a list of the cookies that we use. We have tried to ensure this is complete and up to date, but if you think that we have missed a cookie or there is any discrepancy, please let us know.

Strictly necessary

We use the following strictly necessary cookies:

| Description of Cookie - Duration | Purpose |
|--|---|
| Crumb - a session cookie | Prevents cross-site request forgery (CSRF) |
| squarespace-announcement-bar - a persistent cookie | Prevents the Announcement Bar from displaying if a visitor dismisses it |
| squarespace-popup-overlay - a persistent cookie | Prevents the Promotional Pop-Up from displaying if a visitor dismisses it |
| Test - a session cookie | Investigates if the browser supports cookies and prevents errors |
| RecentRedirect - a 30minute cookie | Prevents redirect loops if a site has custom URL redirects |

Functionality

We use the following functionality cookies:

| Description of Cookie - Duration | Purpose |
|---|--|
| SiteUserSecureAuthToken - 3 years | Authenticates a visitor who logs into a customer account |
| SiteUserInfo - 3 years | Identifies a visitor who logs into a customer account |
| Commerce-checkout-state - Session | Stores state of checkout while the visitor is completing their order in PayPal |
| hasCart - 2 weeks | Tells Squarespace that the visitor has a cart |
| CART - 2 weeks | Shows when a visitor adds a product to their cart |