



FRIENDS OF BETHLEHEM UNIVERSITY, GB CHARITY

DATA PROTECTION POLICY

1 Personal Data

Everyone has rights as to how their personal data is handled. The General Data Protection Regulation (GDPR) applies to personal data, meaning any information relating to a person who can be directly or indirectly identified, in particular by reference to a postal address, telephone number, e-mail address, social media identity, or CCTV images. Friends of Bethlehem University, GB Charity (FOBU) does not use social media or CCTV images. This policy sets out the bases on which FOBU will process any personal data it collects or receives. The policy may be amended at any time.

2 General Statement

FOBU collects, stores, processes and uses personal data about individuals, including those of supporters of and donors to FOBU. These actions will be undertaken in accordance with this policy and FOBU will take all reasonable steps to ensure that this is the case. The legal basis for this is to enable FOBU to fulfil its charitable purposes.

3 The Data Protection Principles

The eight enforceable principles of good practice with which anyone processing personal data must comply provide that personal data must be

- fairly and lawfully obtained and processed
- processed for a lawful purpose
- adequate, relevant and not excessive
- accurate and up to date
- not kept for longer than necessary
- processed in accordance with the rights of the owner of the data
- secure
- not transferred to other countries without adequate protection.

4 Acquiring personal data

It is in both the data subject's and FOBU's interest to ensure that Data Protection policies are adhered to. FOBU will only use and retain personal data for which the individual has given his or her consent in writing. Consent will enable FOBU to manage and process legally an individual's data in line with its legal rights and obligations and its legitimate interest without undue prejudice to the individual's privacy. When gathering personal data or establishing new data protection uses or activities, FOBU will ensure that individuals whose data is being processed receive appropriate notices informing them how their data will be used.

5 Processing Personal Data

FOBU's policy is to process personal data in accordance with the principles set out in paragraph 3. All those in FOBU using personal data have a personal responsibility for the application of this policy.

6 Rights of Individuals

Individuals have the right to ask FOBU for a copy of information held about them and also have the right to ask for the information to be amended by FOBU or deleted from FOBU's records.

7 Exemptions

Certain data is exempted from the provisions of the GDPR, including in relation to
the prevention or detection of crime
the assessment of any tax or duty
where the processing is necessary for FOBU to exercise a right or obligation conferred or imposed on it by law.

8 Accuracy and Timeliness

FOBU will ensure that all personal data held is accurate and will therefore update its records to include any changes notified to it by the individual concerned or by any competent body. Data will not be kept longer than is necessary for the purposes for which it is collected and FOBU will remove from its records all data which is no longer required.

9 Data Security

All personal data will be kept on equipment protected by passwords. This equipment will use virus and malware protection and back-up systems. Any printed data will be shredded before disposal.

10 Third Parties

Third parties who have access to personal data held by FOBU will operate in accordance with this policy or their own data protection policy.

11 Bethlehem University

As FOBU's reason for existence is to support Bethlehem University and individuals are aware of this, FOBU will provide to BU any data held by FOBU that BU reasonably requires in connection with its activities.

Policy approved by Trustees 17 February 2021