



## International Brethren Conferences on Mission (IBCM)

### Privacy Policy

Effective from: 25 May 2018

#### Introduction

IBCM operates from within the European Union (EU) and on 25 May 2018 revised data protection legislation (the General Data Protection Regulation - "GDPR") comes fully into force in the EU. This policy and privacy statement seek to take into account the revised legislation so far as the holding and processing of personal data for IBCM purposes is concerned. IBCM will meet the requirements of EU legislation in respect of all personal data which it holds and processes, wherever the person to whom it relates lives in the world.

#### IBCM Privacy Statement

IBCM takes the protection and proper use of personal data very seriously. IBCM holds, processes and uses personal data of individuals on one or more of the following bases:

- In the legitimate interests of IBCM—effective and economical contact with key individuals widely across the worldwide Brethren movement is necessary if the charitable objectives of IBCM of advancing Christianity through encouraging and strengthening the life and work of the Brethren movement under God are to be achieved. In general, we hold only minimal personal data for this purpose (typically, name, country, and email address), though additional data may be necessary in a minority of cases, and consider that the holding of such data is reasonable and proportionate, bearing in mind the interests of the persons to whom the data relate and very limited nature of the data held.
- Contract—those who participate in IBCM conferences and other activities make bookings and pay fees (sometimes grant-aided), and therefore have a contractual relationship with IBCM; as a result, we hold, use and retain essential personal data about participants as necessary and for as long as necessary for the performance of the contract.
- Legal obligation—we hold, use and provide, for example to government authorities, commercial insurers, and accommodation providers, personal data if legally obliged to do so, or to assist participants engage in IBCM activities, e.g., in connection with their visa applications
- Consent—apart from the above, if necessary, we obtain explicit consent from participants and others interested in IBCM activities to hold and use their personal data.

In connection with all these, our communications give the recipient a clear opportunity to ask that we do not continue to communicate with them, and, if they do so, we continue to hold their personal data only to the extent and for the time necessary.

IBCM complies with its obligations under GDPR by keeping personal data up to date (to the extent that it learns that they need revision); by storing and destroying them securely; by not collecting excessive amounts of data, or retaining them longer than necessary; by protecting personal data from loss, misuse, unauthorised access and disclosure; and by ensuring that appropriate technical measures (e.g., strong passwords) are in place to protect personal data.

IBCM takes the protection of your personal data very seriously and the following policy describes what we collect, how and why. It also describes some of your rights under the General Data Protection Regulation 2016 (GDPR).

## What we collect and how

IBCM collects personal data on participants via its booking form. These include but are not limited to:

- Name and address
- Contact phone numbers
- Date of birth
- Nationality
- Country of residence
- Local church affiliation
- Details of the Christian ministry in which the participant is engaged
- Emergency contact details
- Information on medical conditions and food allergies, where provided by the participant

IBCM also collects basic contact information for other people who may be interested in IBCM activities because of their publicly-known connexion with the Brethren movement, from previous participation in IBCM, by direct contact with individuals, from the regional activities related directly to IBCM in different parts of the world, or from publicly-available sources such as websites of bodies associated with the Brethren movement. These data generally include:

- Name
- Country
- Email address

Neither IBCM (nor its agents) collects payment card information directly for online payments. This is collected by PayPal, whose Privacy Policy can be found at <https://www.paypal.com/uk/webapps/mpp/ua/privacy-full>

## What we use the data for

Data are collected purely for the purposes of IBCM's work and activities. Except where you enter your payment details online and in the case of grants in respect of which some basic data (e.g., identity of grant recipients) may be disclosed to major funders, none of your personal data are shared with any other external entity unrelated to IBCM.

Data can be disclosed to the government or other authorities if we are legally required to do so, to accommodation providers in relation to IBCM activities, and to providers of insurance to assist in obtaining visas for participation in IBCM activities.

## How long the data is kept for

Basic contact data is kept while it is thought to remain valid (and corrected promptly if more up to date information becomes available to us). Other detailed data arising from bookings and related processes are kept for two quadrennial cycles only before being securely discarded (or passed to an historical archive if appropriate).

Data related to payments and finances is kept for a minimum of 6 years as required by UK law, or such other period as may be required by the country in which particular IBCM activities take place.

## How the data is secured

Data are stored in systems under the control of IBCM and/or on the password-secured computers of IBCM directors and administrators (who are limited in number to a handful of people). These data are only accessible to those authorized to see and use it for IBCM purposes only.

Personal data are not normally made available in paper or print form. Participants in conferences and other activities are only included in circulated participants' lists if they have consented to be included.

## Other matters

### Opt-out

IBCM does not send automated messages. All result from collective and considered decisions within IBCM. Our communications about IBCM activities always give recipients the opportunity to opt out of receiving further communications, and we shall comply with requests to be omitted from circulation lists.

### Deletion of data

If you request the deletion of your personal data from IBCM holdings, we shall endeavour to meet your request if it possible. It will not be possible if you are intending to continue to participate in IBCM activities to which you have committed yourself, or if we are legally required to retain some or all of your data.

### Correction of data

If you become aware that any data which IBCM holds about you is incorrect, please contact us as soon as practicable, and we will be happy to correct it. Effective communication with you to further IBCM's purposes depends on having accurate contact information.

### Access to data

If you would like to see the data which we hold about you, please send the request by email to the Data Controller at [info@ibcm.net](mailto:info@ibcm.net) We shall provide a transcript as soon as possible. There is no charge for this.

## Contact Details

Questions about data protection by IBCM should be addressed to the Data Controller at [info@ibcm.net](mailto:info@ibcm.net)