



Bradford Area Occupational Health and Safety Forum

Privacy Statement and Policy

1. Introduction - Statement

The Bradford Area Occupational Health and Safety Forum (BAOHSF) are committed to protecting your personal information. BAOHSF also wants to maintain the trust and confidence of every one of our members and stakeholders, as well as each visitor who uses the BAOHSF website.

Our Privacy Policy gives you detailed information on what, when and why we collect your personal information, how we use it and how we keep it secure.

Collection of your data helps us advise you when we update our website and provide you with details of seminars and other events that we will be holding.

BAOHSF is a forum set up to assist small organisations, who do not necessarily employ dedicated health and safety practitioners. The forum is run by a working group, which is elected each year at the Annual General Meeting (AGM). The Chairman, Secretary, Treasurer and Seminar co-ordinator has access to the Contacts list to enable them:

To update/delete existing member information as instructed by the member;
Add new members to the contact list;
Send out invitations to attend AGM and any other Special General Meetings;
Send out invitations to attend Seminars.

Members' details consist of their names and their e-mail addresses only (contact list).

BAOHSF has never sold and never will sell member details to other organisations. We will never swap information with other people.

Contact details for BAOHSF is by our e-mail address - contact@baohsf.org.uk

If you have questions regarding your information or its use, please contact the Secretary via the e-mail address.

Privacy Policy Process

2. How and why we collect member personal information

We collect information when you decide to interact with us; this is usually by e-mail or face to face request at one of our events or seminars. This could include you:

Requesting to become a member;

Requesting information about a health and safety issue;

or

Registering to attend a seminar or our AGM.

3. What we collect

We only collect the information that's necessary to carry out our forum business:

3.1 Information we obtain directly from you:

When you apply for membership, register to attend one of our seminars or AGM, or send us a query on a health and safety matter online, or in person, at either our seminars or at our AGM we need to collect information from you in order to provide a reply to what you are requesting.

We will collect:

Prefix and name;

Email address;

Details the seminar/AGM you attended and the nature of your query;

Note When you visit our website, we do not use cookies or other methods of identifying you.

3.2 Information we obtain from you

Your information will not be shared with any other persons or organisations, with the exception of when we are jointly organising a seminar with another body. In this instance the names and e-mail addresses will be shared of attendees for registration and also for fire evacuation purposes. These registers will be destroyed, by shredding, after the event has been held.

4. Why We Collect Your Personal Information and How We Use It

The information we hold on you will be used in a number of ways:

to provide a service you have requested;

to enable members of the working group to:

plan appropriate and timely seminars;

write or forward newsworthy items in connection with future events, legislation for inclusion on our website;

to inform you of updates to our website, forthcoming seminars and AGM, or if we need to provide additional information, such as changes to forthcoming seminars and AGM you are attending;

Reminding you of an upcoming Seminar or AGM you've booked for, or letting you know about changes that may affect your attendance;

Send you updates via email about supporting us;

Where we have justifiable reason (including legal obligations and legitimate interest);

To help us run the test version of our website that we use internally to pilot new features and ensure the smooth running of our web services;

To keep our database accurate and relevant;

And

Detect and reduce fraud.

5. How We Handle Your Information and Other Organisations

BAOHSF have never shared nor will we ever share, sell, rent or trade your personal information to any third parties.

We may share your details:

Where required to do so or when requested by the police or a regulatory or government authority investigating illegal activities;

BAOHSF is not responsible for the privacy notices and practices of other websites even if accessed using links from BAOHSF website and recommends that you check the policy of each website you visit and contact its owner or Data Protection Officer if you have any concerns or questions.

Despite all our precautions, no data transmission over the internet is 100% secure. So, we cannot guarantee the security of any information which you disclose to us and so wish to draw your attention to the fact that you do so at your own risk.

6. How We Protect Your Data

BAOHSF is committed to protecting the personal information you entrust to us. We adopt robust and appropriate technologies and policies, so the information we have about you is protected from unauthorised access and improper use.

We will keep your information only for as long as is reasonably necessary for the purposes set out in this privacy notice and to fulfil our legal obligations. We will not keep more information than we need. The retention period will vary according to the purpose. For further information about how long we will keep your data, please contact the Data Protection Officer, (currently the Secretary), using the contact details outlined in this notice. – contact@baohsf.org.uk

If you ask us to stop sending information to you we will remove your details from our contact list, but do be aware this may take up to two months to update our records.

7. Your Choices

You can amend your personal details and email contact preferences at any time, by contacting us by email at contact@baohsf.org.uk.

If you would like to see what information we hold about you, you can contact us by e-mail. You can also request full details of personal information we hold about you under the General Data Protection Regulation, by contacting currently the Secretary by e-mail together with proof of your identity, to contact@baohsf.org.uk.

You have the right to ask BAOHSF to amend or stop using your personal information.

You have the right to get information we hold about you corrected. If you have any concerns about the accuracy of your personal data, please let us know by sending an e-mail to contact@baohsf.org.uk.

If you would like us to remove the personal information we hold about you, please contact us using the e-mail address contact@baohsf.org.uk.

You have the right to lodge a complaint with the supervisory authority, The Information Commissioner's Office – www.ico.org.uk

8. Updates or Changes to the Privacy Policy and Further Information

This notice was updated on 25 May 2018. It may be updated to take into account changes at BAOHSF or to reflect changes to regulation or legislation.

Updates to this policy will be posted on the BAOHSF websites – please check back from time to time. We may also inform you of any changes where we hold an appropriate email address for you.

When your data is provided to us by another person (for example a recommendation) or a publicly accessible source (such as Google) we will tell you where we obtained the information from within a month of receiving it, with a view to obtaining your permission to add you to our distribution list.

Further information on data protection regulations and laws can be found [here](#):