

GDPR Policy Forward Stockport

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Forward adhere to the six data protection principles enshrined in the UK's GDPR and ensure that :

1. Personal data are processed in a lawful, fair and transparent manner in relation to data subjects
2. Personal data will be collected only for specified, explicit and legitimate purposes. It will not be processed further in a way that is not compatible with those purposes
3. Personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
4. Personal data are accurate and are kept up to date where it is necessary. Personal data that is found to be inaccurate – considering the purposes for their processing – will be deleted or rectified without delay
5. Personal data will be kept in a form that makes it possible to identify data subjects for no longer than is necessary for the purposes of the processing.
6. When processing personal data, all appropriate, available security of personal data is ensured.

[Reference 1](#)

The purpose of the policy

This policy explains in a clear and transparent way why Forward collects information on our 'service users' and volunteers, how we use it, how we secure this information and your rights in relation to it.

In it, we'll cover the following:

1 Who we are

2 Why we need to collect information

3 How we use this information

4 The ways in which we collect information

*5 How we will **not** use your information*

6 How long we will keep your information for

7 An explanation of our marketing, and your rights when it comes to us staying in touch

8 How we share information with suppliers and contractors working for us, and our policy on sharing information outside our organisation

9 Your rights to opting out of our communications, asking to see what information we hold about you and amending or erasing your details. How to get in touch with us.

[Reference 2](#)

1 Who we are

Forward is a Community Interest Company (CIC) set up to improve the wellbeing of the local LGBT+ (including allies) community. We work with other organisations and charities in Stockport to increase intersectional understanding and how to better support our community.

Forward is dependent on funding and grants from local government, donations from businesses, foundations, trusts, and private individuals to cover running costs.

2 Why we collect information

Forward does apply for funding from all of the types of organisation and individuals as listed above.

To assist with requests for funding, Forward will use anonymised, statistical information, collected through surveys, meetings and other forms to demonstrate that it has provided support to the community in the past and has identified specific community funding needs that should be met.

We will also collect information so that :

We can keep in touch with you.

You can be part of our campaigns and activities.

You can receive news and updates on our work within the community.

3 How we use information we collect from you

Forward will use the information we have collected from you to complete an action or deliver a product or service to you that you have reasonably requested.

We may use the information you have provided, at our request to get in touch with you about our work, unless you have specifically told us not to.

We will use data from surveys to inform us on best practice and how to better our services.

4 How and when we DO collect information from you ?

Becoming a Friend of Forward

Respond to one of our postal mailings or emails

Complete a campaign action online (signing a petition, for example)

Sign up to our e-newsletter

Sign up to one of our inclusion events

Sign up to one of our fundraising events

Register as a Community fundraiser or volunteer

Cookie information when you visit our website

Sign up to work with us during an event

Interact with us over the phone, or on social media

When you apply to work with Forward

Contact Forward through our information service by phone or email

Interact with us in some other way

5 How we will NOT use the information we collect from you

Forward will never sell your data for financial or any other gain.

Forward will never share your data with other organisations for the purposes of marketing.

Forward are not involved in any data swapping schemes with anyone.

6 How long we keep information for

In accordance with guideline 5, personal data will be kept in a form that makes it possible to identify data subjects for no longer than is necessary. This does depend on the reasons why we are holding your information.

We are required by U.K. law to hold information regarding donations, correspondence and other financial transactions for no less than seven years, after which time it will be destroyed.

All data subjects, that's you, our friends, supporters, contributors, volunteers and allies can ask Forward at any time to erase information we hold on you.

7 Marketing, profiling and screening

Forward will at times reach out to our friends and allies for support, though email, phone and other methods which are appropriate, using contact information you have shared with us in the past. We will never share this information with any other party.

You may ask Forward at any time to have your contact information erased from our records should you no longer wish to receive updates and communication from Forward.

8 How we share information with suppliers and contractors working for us.

Forward does not share personal information of data subjects with anyone.

For the purposes of funding, reporting and public awareness Forward will use aggregated statistical anonymised data, collected through online surveys and other means. No information regarding individuals of any sort will be shared without the express consent of the contributor.

9 Accessing the information we have about you (Subject Access Requests)

You have the right to request a copy of the information we hold about you.

This is known as a Subject Access Request.

To make a Subject Access Request, please make a request in writing, emailed to

subjectaccess@forwardlgbt.org.uk

References

1 : <https://www.futurelearn.com/courses/general-data-protection-regulation/10/steps/767309>

2 : <https://www.stonewall.org.uk/about-us/privacy-policy>

3 : <http://icebreakersmanchester.org.uk/about-us/data-privacy-policy>

<https://www.itgovernance.co.uk/blog/how-to-write-a-gdpr-data-protection-policy>

Key terms

Data subject : that is generally you, the user, receiver, volunteer, staff member or other associate, friend or ally of Forward and it's team.

Processing of data : When we receive an email or correspondence via phone or letter or other social media connection, it is usually from someone, from another person, and we will normally reply back, because we are good like that and we care.

In that simple exchange we now have some information about you, stored in one of our computers or phones, or our email account. We might have your email or phone number, your name, and maybe some other information about you.

We will not share that information about you with anyone else ever, except in some very special circumstances where we have an obligation under U.K. law to do so.

Sometimes Forward will distribute a survey to gauge peoples opinions on specific community matters. The data we hold, publicly release and or use for other purposes is aggregate statistical data and does not, will not identify any specific information about any of the respondents, ever.

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