



DATA PROTECTION STATEMENT

1. DEFINITIONS

- 1.1. For definitions of terms such as 'Member', 'Committee Member' or 'Officer' used throughout this document, refer to section 4 of the Constitution. The use of 'We' and 'The Forum' effectively mean the Committee of Moseley Forum or the responsible person.

2. BACKGROUND

- 2.1. In drawing up this statement we have referred to the guidance issued by the Information Commissioner's Office, specifically Data Protection Good Practice Note: the exemption from notification for 'not-for-profit' organisations.
- 2.2. Membership of The Forum is clearly defined in section 4.1 of the Constitution.

3. ROLE OF MOSELEY FORUM

- 3.1. Moseley Forum runs public meetings enabling residents and others to raise issues of local concern, as well as running a publicly accessible website and holding irregular committee meetings not open to the public to discuss the running of the Forum and other procedural matters. The role of the Forum is more clearly defined in section 3 of the Constitution.

4. DATA COLLECTION

- 4.1. During the course of carrying out its remit The Forum may collect and use contact information about stakeholders, residents and other individuals with whom it has come into contact. We recognize that this information must be dealt with properly however it is collected – whether on paper, in a computer, or recorded on other material and that this is important to maintaining confidence between those with whom we deal and ourselves.
- 4.2. The contact information is collected to enable The Forum to make contact with individuals, to send out mailings and invitations to apply for membership.
- 4.3. Personal details will only be stored by The Forum for their own use and will not be shared with any external agency.
- 4.4. Data will be stored as a password protected document and encrypted utilising the digital tools made available to the forum through the use of the commercial digital services utilised by the Forum. The data will be stored for no longer than is necessary and will be reviewed periodically.

5. PUBLIC MEETINGS

- 5.1. Contact details will not normally be collected at public meetings in a manner that results in the loss of privacy of an individual.
- 5.2. When contact details and email addresses are collected at meetings those signing are invited to tick a box agreeing to The Forum recording these details for purposes compatible with its work. These records are the responsibility of the Chair working with the Secretary.
- 5.3. These contact details will be anonymised for the purposes of proving to any funding authorities that The Forum reaches out to the community.

6. COMMITTEE MEETINGS

- 6.1. The Forum records all of their meetings, be they open or closed, and these are publicly available on its website. Moseley Forum committee members also conduct a significant amount of business electronically and in person between meetings. Our policy is that committee members conducting committee business may forward emails to non-committee members with the Vice Chair or Chair's permission.

MOSELEY FORUM

6.2. The Forum’s business is open to external scrutiny and in the spirit of openness the Forum’s policy is to ensure that the views of interested residents coming by email into the Forum or into a committee member of the Forum between meetings will be circulated to committee members and others with a legitimate interest. Where an individual has specifically requested anonymity, care will be taken to ensure this is maintained.

7. REVIEWS, AMENDMENTS ETC

7.1. We believe our policy reflects good community engagement practice and contributes to good community relations.

7.2. This statement will be reviewed every two years or sooner where legislation or any other statutory or local policy demands is amended.

7.3. This Constitution may only be altered by a resolution passed by not less than two thirds of the voting members present and voting at an Annual or Extra-ordinary General Meeting. The notice of any such meeting must include notice of the resolution, setting out the terms of the alteration proposed.

8. ADOPTION

8.1. **This document shall be signed off here under by the current Chair but shall also be circulated to all Committee Members for them to acknowledge. All Committee Members shall abide by the procedures and protocols herein.**

This **Data Protection Statement** was adopted by Moseley Forum on: **17th May 2011**

First Revision **13th February 2023**

Second Revision **26th November 2024**

Next Review due **26th November 2026**



Signed:.....

Position held: Chair

Date:.....27th November 2024